



LIBRARY BOARD'S AGENDA – MARCH 25, 2024

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: 869 0973 2520)

- 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. The Friends of the Library (David Plunkett, Library Director)
- 3:50 Committee Appointments and Reports**
1. Central Library Renovation Working Group Report
2. Five Year Plan Committee Report
- 4:05 New Business**
1. Potential Second Reading of Policy 4.234 (Safe Child)
2. Discussion of JMRL FY25 Schedule 5.4 (Schedule of Library Closings)
3. Discussion of JMRL FY25 Schedule 4.225 (Circulation Fines and Fees)
- 4:15 Old Business**
1. FY25 Budget Update
2. Library Board Self Evaluation Discussion
- 4:30 Library Director's Report**
- 4:35 Other Matters**
- 4:40 Future Agenda Items**
- 4:45 Proposed Adjournment**

***** Optional Tour of the Greene County Library**

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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 FEBRUARY 26, 2024 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

Sierra Nafziger, Collection Specialist

Ophelia Payne, Louisa County Library 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, February 26 at 3:00 PM, at the Louisa County Library (881 Davis Highway, Mineral, VA 23117), and live streamed using videoconferencing software. (A recording of the meeting is available at:

<https://www.youtube.com/watch?v=owPOx2muX-I>.) Trustee Ledford moved that Trustee Meredith Cole's request to attend today's meeting of the JMRL Board remotely due to temporary or permanent disability or other medical condition that prevents physical attendance be approved. Motion passed unanimously. Trustee Powers moved to accept the minutes for the January 22, 2024 Board Meeting, as presented. The motion passed unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Director Plunkett introduced Ophelia Payne, Louisa County Library Branch Manager, who welcomed everyone in attendance to the Louisa County Library. Director Plunkett announced that Nelson Memorial Library Branch Manager Susan Huffman will be retiring from JMRL at the end of March 2024. No public comments.

TRUSTEE CONTINUING EDUCATION

Director Plunkett presented to the Board information on The Friends Family of Funds at the Charlottesville Area Community Foundation.

COMMITTEE APPOINTMENTS AND REPORTS

1. Central Library Renovation Working Group Report

Trustee Hemenway reported that Albemarle County's proposed budget currently shows money for the Central Library Renovation Project, in the off-years, in the Capital Improvement Plan (CIP). If passed, this would mean funding in FY27 and FY29.

2. Five-Year Plan Committee Report

Trustee Cole reported that the Five-Year Plan Committee met last month and is currently working with a graphic designer for the FY25-FY29 Five-Year Plan. Director Plunkett reported that a Five-Year Plan Subcommittee is currently working on a parallel document of measurable objectives for staff over the next five years to ensure the Board's goals articulated in the strategic plan get met.

3. Policy Committee Report

Trustee Powers reported that the Policy Committee met prior to the Board meeting and finalized a draft of Policy 4.234 (Safe Child), which will be presented to the Board for a first reading in New Business. The Policy Committee also discussed Policy 4.53 (Library/Community Partnerships), which is still undergoing review.

NEW BUSINESS

1. Potential First Reading of Policy 4.234 (Safe Child)

Policy 4.234 (Safe Child) was presented to the Board for a first reading. Policy 4.234 will be presented to the Board next month for a second reading and potential vote.

2. Update on FY23 Audit

Director Plunkett reported that the JMRL FY23 Audit showed no findings of accumulated funds in excess of the 5% threshold and showed no identification of deficiencies in internal controls. Director Plunkett stated that an auditor could be scheduled to appear before the Board to discuss the JMRL FY23 Audit findings, if the Board is interested. The Board expressed no concerns at this time.

OLD BUSINESS

1. FY25 Budget Update

Director Plunkett reported that Albemarle County Administrator released a proposed FY25 budget last week to the Board of Supervisors, which includes full funding of JMRL's FY25 operational requests, as well as the CIP for the Central Library Renovation project. On March 5, 2024, the City of Charlottesville will release a proposed budget. On March 18, 2024 Louisa County will release a proposed budget. Greene County will present a proposed budget in March 2024. Nelson County will release a proposed budget in April/May 2024.

2. Library Board Self Evaluation Discussion

President Townsend reminded the Board that the Library Board Self Evaluation was moved to March 2024. The Library Board Self Evaluation survey will be sent out electronically and will need to be filled out before the March 2024 Board Meeting. Director Plunkett also reminded the Board that Trustees are eligible for mileage reimbursement when applicable.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that Nelson Memorial Library's book kiosk soft launched a couple weeks ago. The kiosk is in the Nellysford Shopping Center and can fit up to 250 items. A book return bin will be installed next to the kiosk, with a ribbon-cutting event to follow. Director Plunkett thanked the Louisa County staff and Fire and Rescue for being quick to respond to recent Louisa County Library building issues. Director Plunkett reported that work with the Charlottesville HR Department on JMRL's salary scale is ongoing. Currently, peer libraries are being identified as comparators for the salary study. The City of Charlottesville is not recommending that JMRL use the comparators from last summer. A potential new salary scale will then be built, which will include outreach to jurisdictional partners regarding funding. Virginia Festival of the Book events will be hosted at the Central Library. Same Page event, in partnership with the Festival of the Book, featuring author Rachel Beanland will be at the Jefferson School on Wednesday, March 20, 2024. Director Plunkett also reported that this year will be the first year JMRL will have a Regional Teen Poet Laureate. Teen poetry application submissions will be February 17, 2024 through March 24, 2024; the winner will be announced at an award ceremony April 23, 2024. Gordon Avenue Library has new YA shelving, funded by the Charlottesville Area Community Foundation.

OTHER MATTERS

NA

FUTURE AGENDA ITEMS

Possible future agenda items include a continuing education on the Friends of the Library, a second reading and a potential vote on Policy 4.234 (Safe Child), a Central Library Renovation Working Group report, and potential reviews of two schedules: Library Schedule of Closings (Policy 5.4) and Fine and Fees (Policy 4.225). The next Board Meeting will be March 25, 2024 at the Greene County Library.

ADJOURNMENT

The meeting adjourned at 4:34pm.

SAFE CHILD DRAFT

Current Policy

The Jefferson-Madison Regional Library welcomes and encourages children of all ages to use its facilities and services.

While the Library strives to provide a safe environment, branches are public facilities open to all and the Library is not able to accept responsibility for the safety and supervision of children. The Library does not act *in loco parentis*, meaning staff do not take on the functions and legal responsibilities of a parent. Parents and caregivers are responsible for the safety, well-being, and supervision of their children when using the library.

Children of different ages require different levels of supervision. In order to safely provide the best service, library staff requires parents to follow these guidelines for adequate supervision:

Age of Child	Supervision Responsibilities
9 or younger	Parent/caregiver must maintain visual contact and conversational distance with the child while in the library. If a child is attending a library program parents must remain in the building.
10 and older	Child may use the library unsupervised until closing.
12 and older	May act as caregiver for younger children until closing.

Just like with any user of the library, children must maintain proper behavior as described in Policy 4.232 (Conduct in JMRL). Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, or if a parent/guardian or caregiver cannot be located or contacted within 30 minutes or if a child is suspected to be truant. The library will make every effort to locate a parent or guardian if a child is not picked up by library closing time. Staff will remain with an unattended child after closing until a parent, guardian or the appropriate authorities arrive.

In addition, library employees and volunteers who work with children and youth (under age 18) should observe the two-person rule or the open-door policy as described in JMRL Staff Procedure 4.234. Library staff should never make physical contact with any patron without prior consent from the individual or their caretaker, unless that patron is exhibiting behaviors dangerous to themselves or others.

To best serve the needs of library users of different ages, the Library has areas for targeted age groups and asks patrons to comply with these age guidelines during times when the intended audiences are likely to use these areas

2024-2025 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2024	Thursday	Independence Day
(p)	September 2, 2024	Monday	Labor Day
	October 14, 2024	Monday	All Staff Training Day
(p)	November 11, 2024	Monday	Veterans Day
(p)	November 28, 2024	Thursday	Thanksgiving Day
(p)	November 29, 2024	Friday	Day after Thanksgiving
(p)	December 24, 2024	Tuesday	Christmas Eve
(p)	December 25, 2024	Wednesday	Christmas Day
(p)	December 26, 2024	Thursday	Day after Christmas
(p)	January 1, 2025	Wednesday	New Year's Day
(p)	January 20, 2025	Monday	Martin Luther King, Jr. Day
(p)	February 17, 2025	Monday	Presidents' Day
	April 20, 2025	Sunday	Easter (Central Library)
(p)	May 26, 2025	Monday	Memorial Day
(p)	June 19, 2024	Thursday	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 8, 2024 thru May 18, 2025 (Sunday after Labor Day through Sunday before Memorial Day weekend).

CIRCULATION FINES AND FEES

(EFFECTIVE JULY 1, 2023~~4~~)

Overdue Fines**

Most items	\$ 0.25 per day
Interlibrary loans and wireless hotspots	1.00 per day
DVDs, audio books, and 7-day loan bestsellers	0.50 per day
Maximum fine per item	10.00
Maximum fine per item for interlibrary loans	30.00
Maximum charge if all overdue fines are paid in full at the same time	35.00

*The library does not charge overdue fines to juvenile accounts (under 18 years of age)

Replacing Lost or Damaged Materials (for all library users)

*A \$5.00 processing fee will be applied to all lost or damaged materials

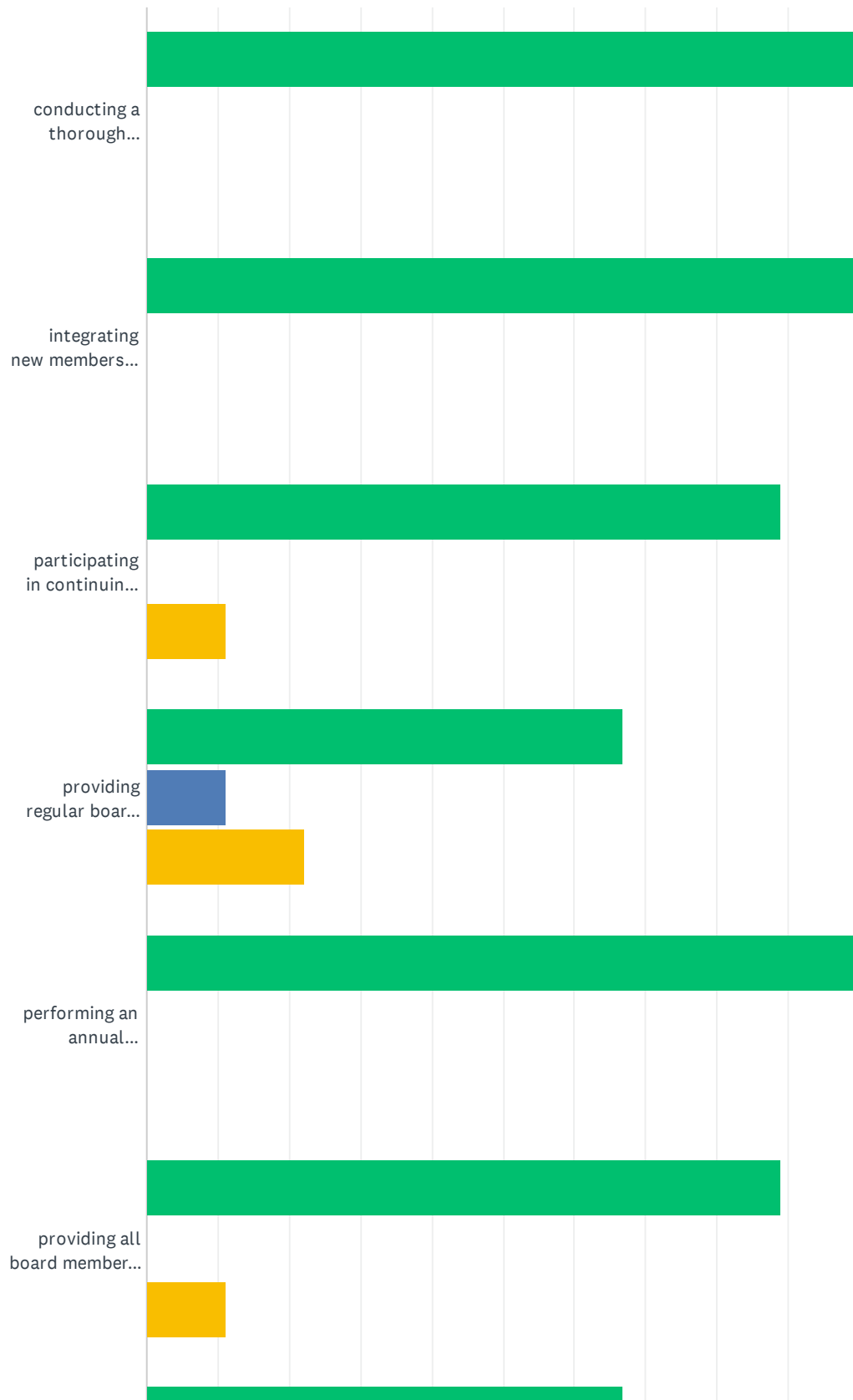
Most materials	List Price
Magazines	\$ 3.00
Materials with no list price	15.00
Fiction paperbacks with no list price	5.00
Replacement for Audio Visual parts	10.00 per disc
Replacement of lost or damaged Book Club Kit title	10.00
Replacement of lost or damaged Book Club Kit bag	10.00
Replacement of lost or damaged wireless hotspot	100.00
Replacement of entire Book Club Kit	150.00

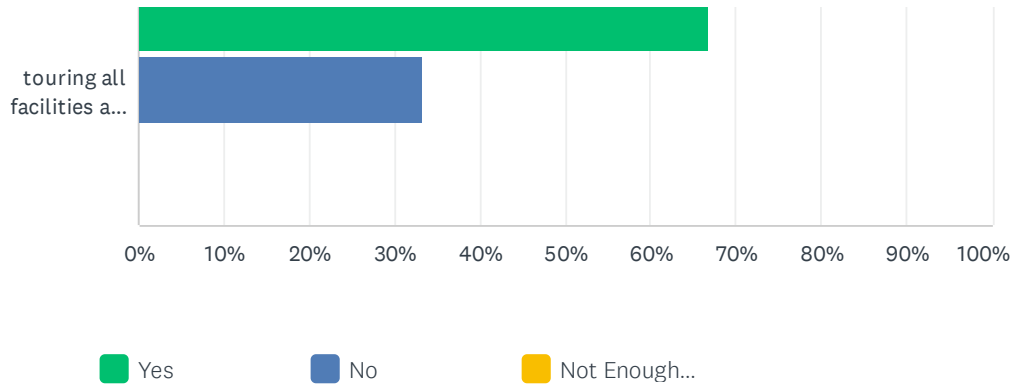
Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- Remote orders for 3d printing service fee to offset costs is \$0.10 per gram. Onsite and program related 3d printing is free of charge. **Additional fees may be charged for the cost of makerspace materials.**
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs:10
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, **and JMRL's Library of Things**. ~~Kill-a-Watts, nature backpacks, toy library kits, maker kits, et al.~~
- Accounts with fines **and/or fees** in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more ~~will~~ **may** be given to a collection agency and a \$10.00 collection fee ~~will~~ **may** be added to the account. Accounts ~~will~~ **may** remain in collections until the balance is paid in full.

Q1 Does our Board prepare to do its job by:

Answered: 9 Skipped: 0



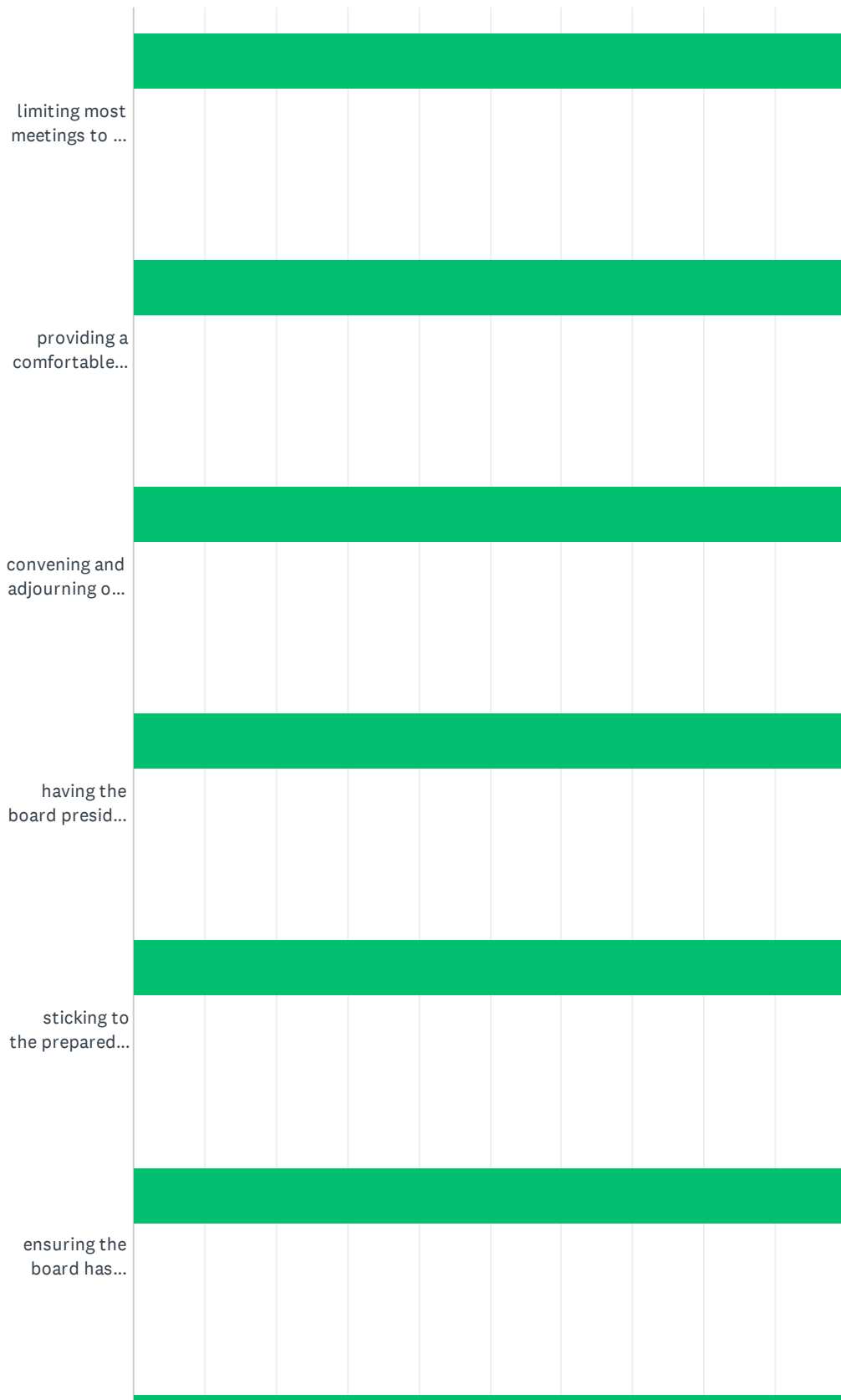


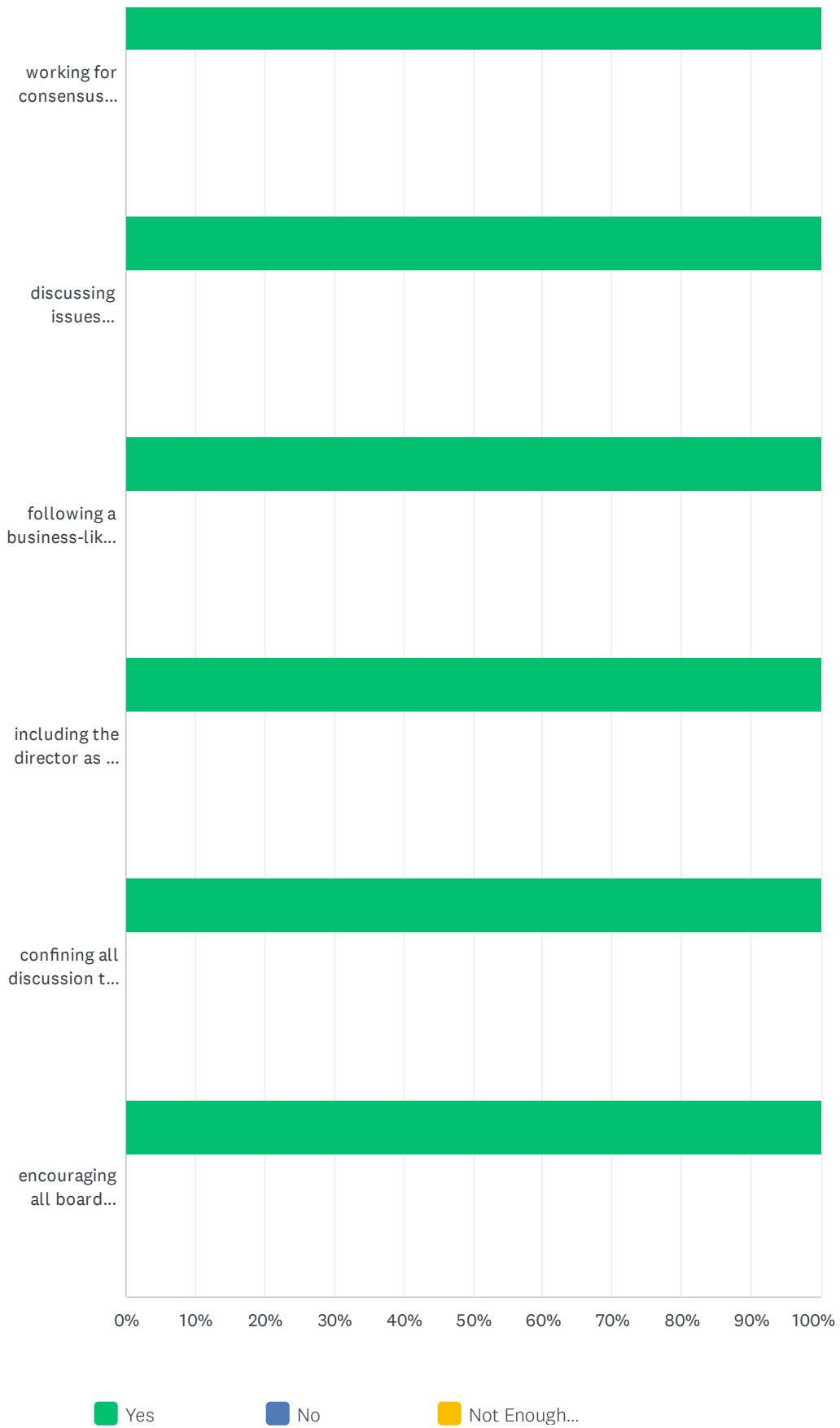
	YES	NO	NOT ENOUGH INFO	TOTAL
conducting a thorough orientation for all new board members?	100.00% 9	0.00% 0	0.00% 0	9
integrating new members into the team as quickly as possible?	100.00% 9	0.00% 0	0.00% 0	9
participating in continuing education?	88.89% 8	0.00% 0	11.11% 1	9
providing regular board development activities for all board members (such as Center for Non-Profit Excellence or Virginia Library Association board growth opportunities)?	66.67% 6	11.11% 1	22.22% 2	9
performing an annual self-evaluation of board operations?	100.00% 9	0.00% 0	0.00% 0	9
providing all board members with copies of the mission statement, bylaws, ordinance, plan, library laws, and all other important documents of the library?	88.89% 8	0.00% 0	11.11% 1	9
touring all facilities at least once a year?	66.67% 6	33.33% 3	0.00% 0	9

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	DATE
1	Although we don't tour all facilities at least once a year, I am comfortable with the current meeting rotation that gets us to all facilities every two years.	3/15/2024 4:43 PM
2	I answered no to the previous question because we do not meet at all facilities annually as a group so we do not tour annually though when we meet at a different library, a tour of the facility is always included and at least once a year a tour is offered at our primary meeting location.	3/14/2024 3:26 PM
3	I don't remember getting library laws but the other documents were issued and updated as needed.	3/12/2024 10:10 AM

Q2 Does our Board ensure good meetings by:

Answered: 9 Skipped: 0



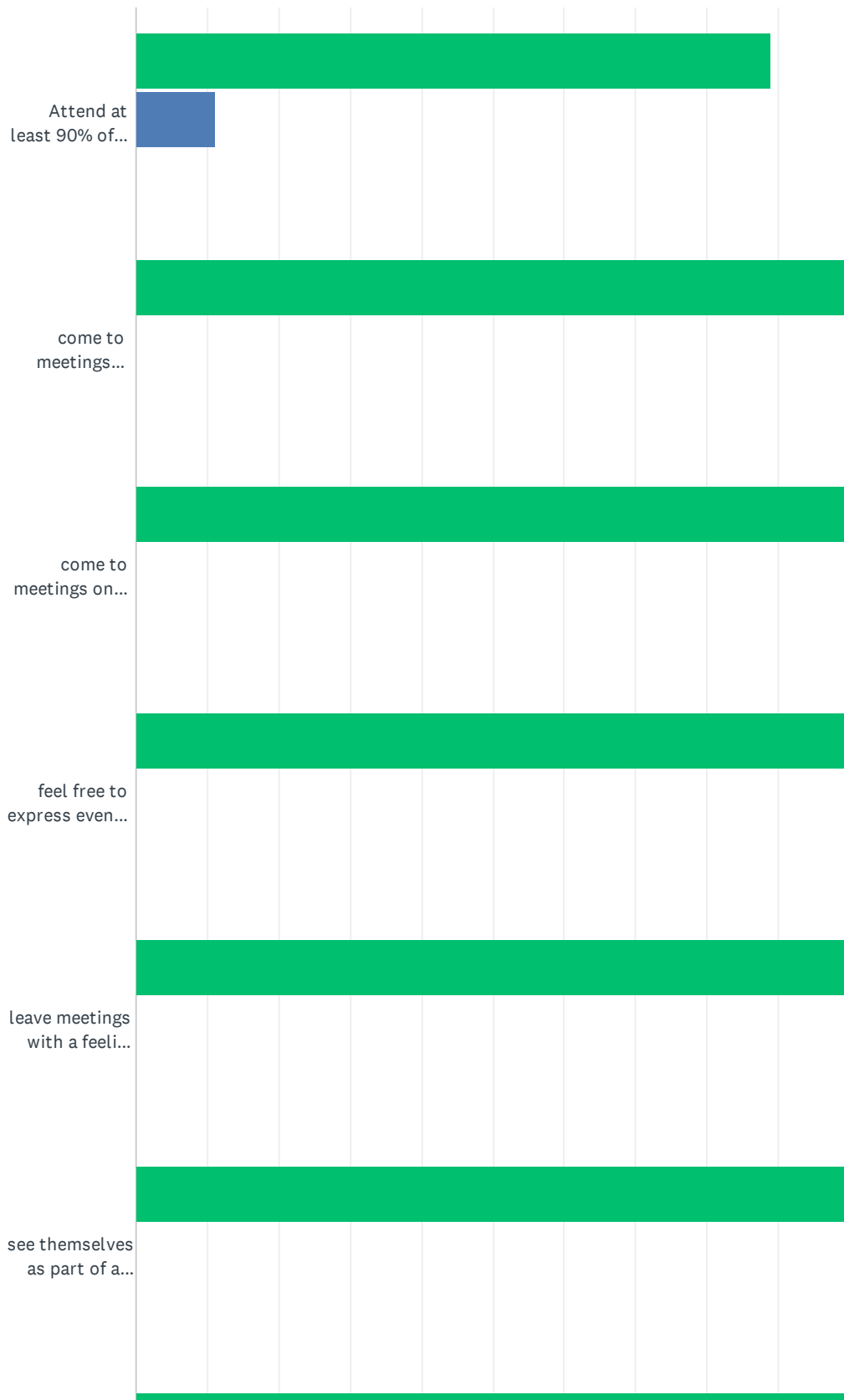


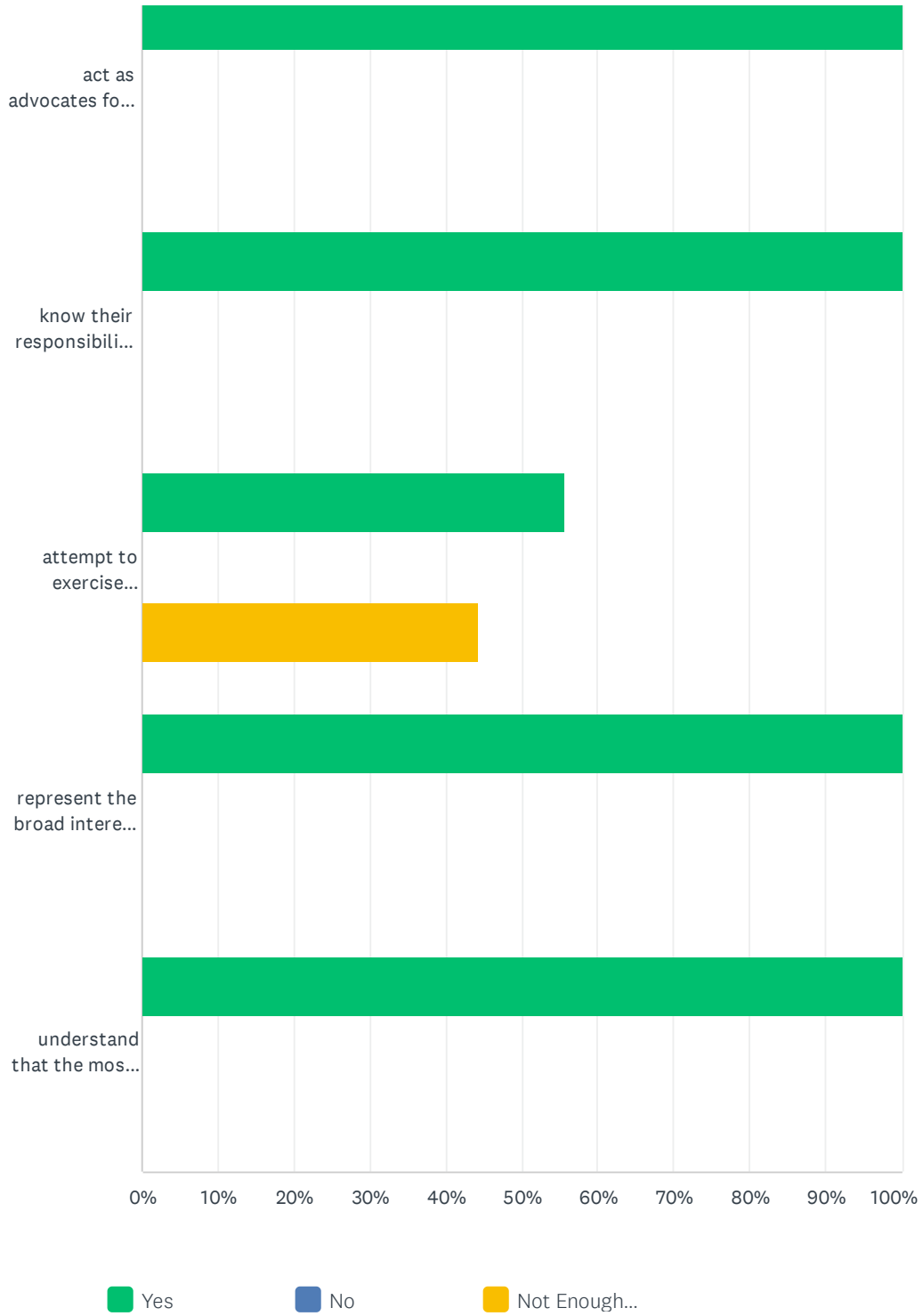
	YES	NO	NOT ENOUGH INFO	TOTAL
limiting most meetings to two hours or less?	100.00% 9	0.00% 0	0.00% 0	9
providing a comfortable meeting room conducive to business?	100.00% 9	0.00% 0	0.00% 0	9
convening and adjourning on time?	100.00% 9	0.00% 0	0.00% 0	9
having the board president lead the meetings?	100.00% 9	0.00% 0	0.00% 0	9
sticking to the prepared agenda?	100.00% 9	0.00% 0	0.00% 0	9
ensuring the board has enough information to make decisions?	100.00% 9	0.00% 0	0.00% 0	9
working for consensus rather than fighting for a majority?	100.00% 9	0.00% 0	0.00% 0	9
discussing issues cordially, avoiding personal attack?	100.00% 9	0.00% 0	0.00% 0	9
following a business-like system of parliamentary rules?	100.00% 9	0.00% 0	0.00% 0	9
including the director as a resource for all deliberations?	100.00% 9	0.00% 0	0.00% 0	9
confining all discussion to policy issues and avoiding management issues?	100.00% 9	0.00% 0	0.00% 0	9
encouraging all board members to participate in discussion and not letting one or two persons dominate?	100.00% 9	0.00% 0	0.00% 0	9

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	DATE
1	When more information is requested or required on a question, the decision is deferred to the next meeting and the director or other board member is tasked to obtain the requested information. I think that board members, even the newer ones feel comfortable in the meetings to participate in discussions.	3/12/2024 10:10 AM

Q3 Do you as an individual Board member:

Answered: 9 Skipped: 0



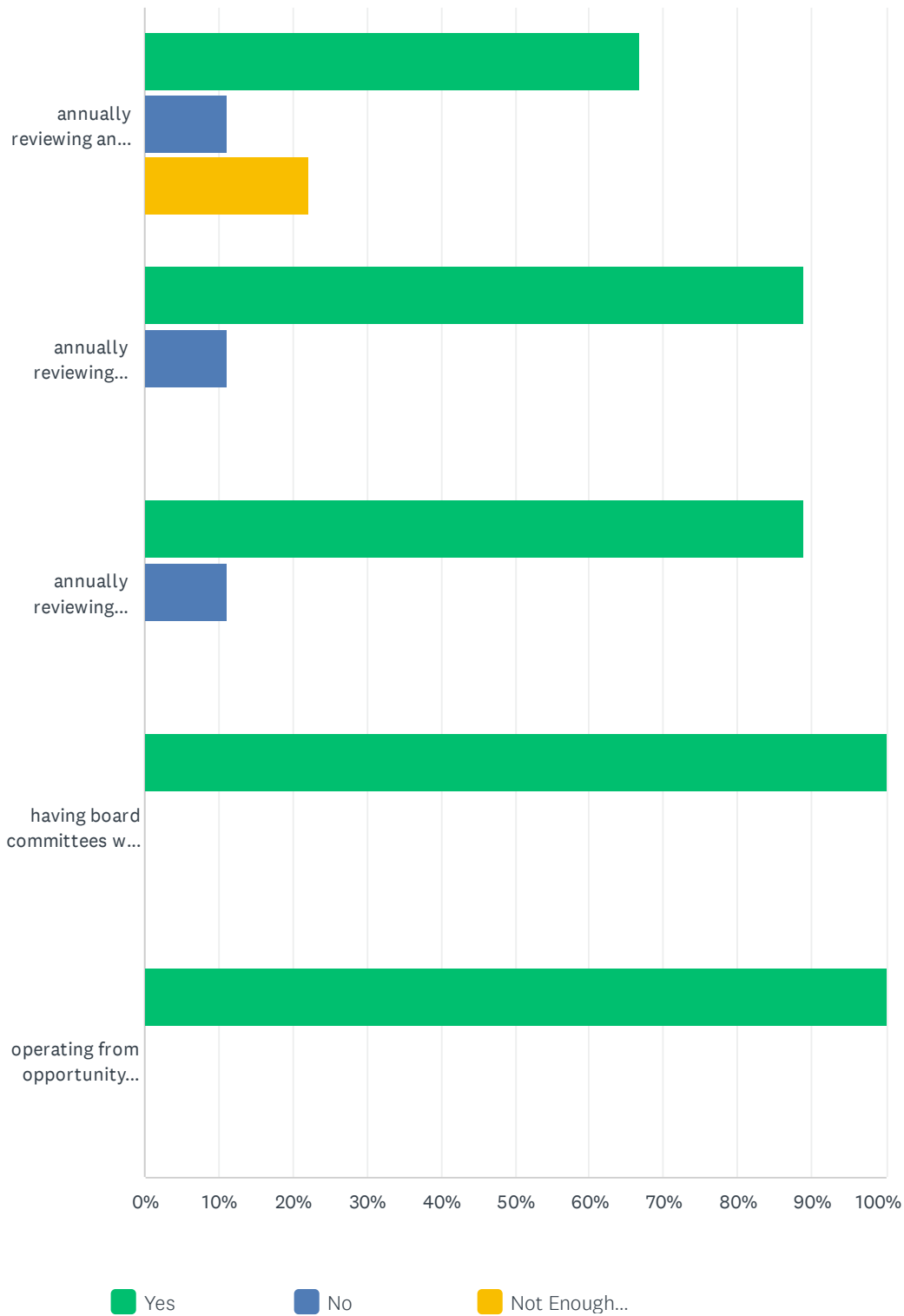


	YES	NO	NOT ENOUGH INFO	TOTAL
Attend at least 90% of all Board meetings and committee meetings to which they are assigned?	88.89% 8	11.11% 1	0.00% 0	9
come to meetings prepared?	100.00% 9	0.00% 0	0.00% 0	9
come to meetings on time?	100.00% 9	0.00% 0	0.00% 0	9
feel free to express even dissenting viewpoints?	100.00% 9	0.00% 0	0.00% 0	9
leave meetings with a feeling of accomplishment?	100.00% 9	0.00% 0	0.00% 0	9
see themselves as part of a team effort?	100.00% 9	0.00% 0	0.00% 0	9
act as advocates for the library?	100.00% 9	0.00% 0	0.00% 0	9
know their responsibilities as board members of the library?	100.00% 9	0.00% 0	0.00% 0	9
attempt to exercise authority only during official meetings of the board?	55.56% 5	0.00% 0	44.44% 4	9
represent the broad interests of the library and all constituents, not special interests?	100.00% 9	0.00% 0	0.00% 0	9
understand that the most effective way to govern is to delegate management to the director?	100.00% 9	0.00% 0	0.00% 0	9

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	DATE
1	Not sure I understand what is meant by exercising "authority" - that is I'm not sure what "authority " a board member has except with respect to the hiring and firing of the director	3/16/2024 10:45 AM
2	I should say that I try to come prepared by reading all the documents ahead of time and attending the committee meetings but to be truthful, there have been times I have come in with only skimming the agenda. Let's say that I have never left a meeting thinking that it had been a waste of my time. As far as always leaving with a feeling of accomplishment, that depends on the items on the agenda. I think that some months have more pressing business than other months. Exercising authority-- I don't feel as I have "authority" in or out of the meeting. I do have a voice, and within the meeting I have the ability to use it to express my opinion but it is no more powerful than any other member's voice. Outside the meeting, most of my friends know that I am on the board. I may tell them of things that are happening at the library that they may be interested in but that is the extent of that. Many of the board members have visited with the Board of Supervisors in their districts but I feel it is to voice their concerns for the needs as well as benefits that JMRL provides to sway the BOS to accept budgetary increases. Power to me implies pressure. I think there needs to be one person who is in the mix 24/7 (so to speak). The director is that person.	3/12/2024 10:11 AM

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

Answered: 9 Skipped: 0



	YES	NO	NOT ENOUGH INFO	TOTAL
annually reviewing and approving the mission statement?	66.67% 6	11.11% 1	22.22% 2	9
annually reviewing yearly objectives/work plan?	88.89% 8	11.11% 1	0.00% 0	9
annually reviewing progress toward the long-range plan and modifying the long-range plan?	88.89% 8	11.11% 1	0.00% 0	9
having board committees work and produce results?	100.00% 9	0.00% 0	0.00% 0	9
operating from opportunity rather than crisis to crisis?	100.00% 9	0.00% 0	0.00% 0	9

#	ANYTHING ELSE YOU'D LIKE TO TELL US ABOUT THIS TOPIC OR QUESTION?	DATE
1	I don't think it is necessary to revisit the mission statement each year - that would be a waste of time.	3/16/2024 10:51 AM
2	no	3/12/2024 10:38 AM

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

Answered: 7 Skipped: 2

#	RESPONSES	DATE
1	The real strength of the board is the development of long term policies and the strategic plan	3/16/2024 10:51 AM
2	Preparing for the future with a plan to renovate Central Library, and creating a five-year strategic plan.	3/15/2024 4:07 PM
3	Preparation and Meetings	3/15/2024 6:48 AM
4	Operating from opportunity rather than crisis to crisis	3/14/2024 8:24 PM
5	Having committees complete specific goals which is then reported to the board as a whole for further action if needed.	3/14/2024 3:27 PM
6	Planning is a strength. Under the direction of the President and Director we don't wait until the last minute to tackle a large task like 5 Year plan. Work has been done on this throughout the year so that when it is due, it would be less of a hardship to complete.	3/12/2024 10:38 AM
7	Setting realistic goals	3/10/2024 9:10 AM

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

Answered: 6 Skipped: 3

#	RESPONSES	DATE
1	Maybe more involvement of the full board in the strategic plan process - it's unclear what is happening there if you aren't on that committee	3/16/2024 10:51 AM
2	The Board is ultimately responsible for *outcomes* -- the Virginia Public Library Trustee Handbook states that "a public library board has the primary responsibility for the success of the library" and "ensure[s] that objectives are met" (p.2). We need to increase our focus on results by incorporating defined measurable results (p.19) and key performance indicators (p.21) into our plans, monitoring these measurables more frequently, and ensuring that approaches are adjusted when necessary. It sounds like we are taking good steps in this direction with some recent work around the upcoming Five Year Plan.	3/15/2024 4:49 PM
3	Planning (more discussion of strategy and priorities at the board level, reporting from all committees)	3/15/2024 6:48 AM
4	Can not think of anything	3/14/2024 3:27 PM
5	Although we receive information monthly on interesting and relevant topics that are open to us as members, we don't often take advantage of these opportunities and share information with other board members. Yes, I realize that we are all busy people but I thought that I might throw that out the next time something interesting comes along.	3/12/2024 10:38 AM
6	None	3/10/2024 9:10 AM

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

Answered: 3 Skipped: 6

#	RESPONSES	DATE
1	Board members should have a proactive mindset about managing perceptions and public opinion about the library. This is a "big picture" item. It is crucial that our library is seen as a resource for everyone and is not seen as a platform for ideological advocacy. Our community members must be able to have trust in JMRL to live up to the ALA's guidance that "It is the responsibility of all libraries to serve every member of their designated communities. It is not the responsibility of a library to promote one point of view over another." This does not mean that we should not offer opinionated material or programming. It does mean, that we need to be conspicuous about actively promoting a "full spectrum" of viewpoints, as promised in in our written values, in order to ensure that we present a balanced identity. This should be reflected not only in the collection on the shelves, but in our messaging at multiple levels: newsletters, staff picks, reading lists, branch displays, programming, etc. All of these shape patrons' experience with the library.	3/15/2024 4:49 PM
2	I was happy when the board made the change to include one more library location a year to meet at in place of Northside so we have an extra opportunity to meet at the other Charlottesville/Albemarle locations more then once in a four year period.	3/14/2024 3:27 PM
3	It has been a privilege to have worked along side the members of the board.	3/12/2024 10:38 AM

Q8 What are the ten skill sets not described above that would be beneficial to have represented on JMRL's Board?

Answered: 5 Skipped: 4

#	RESPONSES	DATE
1	There is little opportunity for the Board to think creatively- the process of planning and reviewing policies is very formulaic and controlled. That is because we are a public board but it feel unnecessarily constrained at times. No real solutions to this impression but worth thinking about.	3/16/2024 10:51 AM
2	Budgeting/Financial HR Technology Legal Public Relations Fundraising Community-specific awareness/outreach Education/literacy	3/15/2024 4:49 PM
3	strategy, planning, law, writing, governance, accounting, management, entrepreneurship, design, ethics	3/15/2024 6:48 AM
4	Members of the board have demonstrated that they are intelligent, have differing points of view and still work together as a team, are hard working and passionate about library and how the library can be a resource for our patrons.	3/12/2024 10:38 AM
5	Library science Data collection Fund raising Architectural expertise Community organization Legal background Locally elected leader	3/10/2024 9:10 AM