

Jefferson-Madison Regional Library

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APPROVED

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.
