



Richmond Public Library Board

101 E. Franklin Street
Richmond, VA 23219
(804) 646-4256 / fax: (804) 646-7685



Library Board Meeting Minutes December 5, 2018 (Combined November/December Meeting)

PRESENT: Kevin Butterfield, William Yates, Barbara Burton, David Lydiard, Daisy Weaver, Gail Zwirner, and City Attorney Laura Drewry

LIBRARY STAFF: Scott Firestine, Clay Dishon, Nancy Buck, Cheryl Clarke, Natalie Draper, Karin Hansen, Gianna Pack, Kerry Phillips

ABSENT: Tanya Francis, Danita Green, Larry Olanrewaju, and Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Kevin Butterfield at 11:53 a.m. at the Ginter Park Branch Library, 1200 Westbrook Avenue, Richmond, Virginia.

Consent Agenda Amended	Approve the October 24, 2018 meeting minutes, the current agenda, Statistical Report and the pending gifts report as submitted. <i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i>
Public Comment Period	None were present.
REPORTS	
Friends of the Library (FRPL)	<p>Clay Dishon:</p> <ul style="list-style-type: none"> December meeting is scheduled for December 5 at 5:30 p. m. in the Board Room at the Main Library for anyone who would like to join. There will be a 1/2 price book sale on January 12 at 10 a.m. to 4:00 p.m. in the Main Library. Notifications for this event will be sent through emails, social media, and library postings. Events celebrating the Friends’ 60th Anniversary in 2019 are in the planning stages. Currently, FRPL is at full Board Membership of 18 voting seats.
Library Foundation	<p>Ms. Hansen:</p> <ul style="list-style-type: none"> The Library Foundation has a list of FY2019-20 focused Fundraising Initiatives totaling a fundraising goal of \$225,000. Such fundraising initiatives include Early Literacy Initiatives (RVA Reads and Ripple’s Book Fund), Technology, teen space and young adult/programming, and on-line donations of unrestricted funds. Some of the initiatives will be on-going and some will be on an as needed basis. Donations can be specified as well as unrestricted. The Foundation will participate with planning and assisting with other fundraising opportunities as the Master Plan process gets underway. The last Foundation Board meeting of the year was today, December 5 at 8:00 a.m. The full Board meets four times a year at the Main Library, starting at 8:00 a.m.

<p>Administration</p>	<p>Highlights of Director's Report:</p> <p>Staff Update:</p> <ul style="list-style-type: none"> • The posted nine positions to work Sunday hours will close on December 8, 2018. Interviews will begin in January 2019 to start hiring staff for Main Library and the Ginter Park Branch Library for expanded Sunday hours. • The Circulation and Reference desk staff will be combined on the first floor. The Circulation desk located to the right when entering the Main Library will go away and staff will move into the Reference area. This will streamline the way the Main Library operates making it friendlier and customer service oriented, run smoother, and create staff efficiency. • Over the next six months there will be changes to modernize some services and collections that will help with the Main Library to open on Sundays. • Natalie Draper is the Interim Library/Community Service Manager (LCSM) for the Main Library. Ms. Draper was the LCSM for the Hull Street Branch Library. • Hull Street Branch Library Youth Services Associate Nideria Brown, who just received her MLS and has worked for the library for 5 years, is the interim LCSM at the Hull Street Branch Library. • Tori Nunnally is the new LCSM for the Westover Hills Branch Library. Ms. Nunnally was the Youth Services Associate for the Ginter Park Branch Library. <p>Comcast Update:</p> <ul style="list-style-type: none"> • Equipment has started to arrive and station volunteers were building the studio for the Educational Channel. Target date to start broadcasting is mid to late January 2019. Looking forward to growing that space and service. • On November 21, the Richmond Free Press announced the Richmond Public Library will take over equipment and programming for the City's Public Access Cable TV station. <p>Christmas Parade: RPL staff participated in the Christmas Parade with the theme Celebrating the Magic of Christmas along with decorated book carts. Ripple marched out from the Children's Museum then rode in his den waving. We received positive feedback. Mr. Firestine thanked Nancy Buck for coordinating and taking the lead to make this a successful event and thanked the Foundation for funding Ripple's costume.</p> <p>Strategic Plan Update Dashboard: The Strategic Plan update was distributed at the meeting for Board Members to review where we are in the goals and objectives, discuss, ask questions, and provide feedback for the next meeting. Mr. Firestine requested that this item be tabled to New Business for the next meeting to take place on January 23, 2019.</p> <p>Website: Nancy Buck gave an overview of the new website that went live on November 15, 2018. The website revision is a complete overhaul to streamline usability and improve access to electronic resources. The web team led by Ms. Buck did a remarkable job of developing and modernizing www.rvalibrary.org.</p>
------------------------------	---

BOARD COMMITTEE REPORTS

<p>Chair</p>	<p>Kevin Butterfield: Attended the Foundation Board meeting this morning, December 5 at 8:00 a.m. in the Main Library. At the meeting, Ms. Hansen gave each member a book: <i>Places for the People</i> by Eric Klinenberg to take home and read. The book is about the importance of building civic places, like libraries, all places open and accessible, where people can get together and share experiences. It gives a different perspective on libraries. Ms. Hansen offered to get the books through the Foundation for all of the Library Board Members. Board Members can discuss chapters at each of the Board Meetings. Book discussion will be added as an agenda item. The Board will take one or two chapters to read prior to meetings to discuss and help while moving through the planning process of renovating the Main Library.</p> <p>Mr. Firestine gave Mr. Butterfield a tour of the Main Library. Mr. Butterfield recommended that a tour be given at the January 23 meeting since the Board is meeting at the Main Library.</p>
<p>Finance</p>	<p>Daisy Weaver: Reviewed and commented on the FY19 Operating Budget.</p> <p>Scott Firestine: Reviewed the RPL Biennial Budget Proposal for FY19-20:</p> <ul style="list-style-type: none"> • RPL Revenue should remain flat. • Law Library Revenue is estimated to remain at current levels. • FY19 City Council increased in personnel wages for full time and part time staff for expanding evening and Sunday hours. • Requesting an increase for books and information resources. • Funds for Planning Management – Expansion of the ILS.
<p>Facilities</p>	<p>Gail Zwirner: A RFP for Phase II of the Master Facilities Plan, which is the renovations of the Main Library, was drafted. Mr. Firestine has been finalizing the draft with Dexter Goode at CIP. Mr. Goode will put the information into the City’s system to receive a requisition number, then it will go to Procurement for posting. There are architects that have already expressed an interest in the project.</p> <p>The initial timeline will be extended into the new year. Equipment is arriving for the maker space. This area will be located in the central glassed-in area on the first floor of the Main Library.</p> <p>CIP has reduced funding in a Capital project number 5000273, Library Retrofit, in reconciling accounts. At this time we are told that there is \$150,000 remaining in this Award. CIP project 500231, Library Projects, will move forward with surveys for repair and replacement of branch roofs. RPL will work with CIP to restore this funding.</p>
<p>Governance</p>	<p>David Lydiard: Three members are rotating off the Board: Danita Green and Gail Zwirner will be leaving June 30, 2019, and Larry Olanrewaju will be leaving October 24, 2019. Mr. Lydiard is working with Ms. Allison Miessler of the Clerk’s Office to equalize the terms and to advertise early. Ms. Miessler replaced Alexander Rawles.</p>

UNFINISHED BUSINESS

Commonwealth of Virginia, Department of Historic Resources Letter – Discussion. The purpose of the letter is to request approval to install the Dorothy Height highway marker in front of the Hull Street Library Branch. After the discussion a vote was taken for approval not to object to the installation of the Dorothy Height Highway marker in front of the Hull Street Library Branch.

Motion: Gail Zwirner, Second by William Yates – Approved Unanimously.

RPS Status (April 25, 2018): Richmond Public Library building a relationship and obtaining a primary contact for the Richmond Public Schools – Mr. Firestine responded that it is an ongoing progress.

- The Teen Librarian Jenn Deuell attended the back to school meeting for Media Specialist staff where she did a presentation on RPL resources and programs. From that meeting, Ms. Deuell was contacted by individual Media Specialists to attend individual back to school meetings where she was at a resource table to answer questions.
- The contact person who was over all of the Media Specialists retired at the end of the 2018 school year.
- Mr. Firestine attends and participates RPS and the Mayor’s Education cabinet. There has not been any recent meetings. The last nine months RPS has been working on their Strategic Plan, which was recently released.
- Since there is no one RPS point of contact, RPL’s strategy is for the Youth Services staff to reach out to their neighborhood schools that are open to collaboration.

NEW BUSINESS

Currently, there is a vacant voting seat on the Foundation Board for a member of the Library Board. The Chairperson of the Library Board of Trustees serves as the Ex-officio. Section 3.2(a).(ii) in the By-Laws of the Richmond Public Library Foundation state, “Library Board of Trustees shall elect one of its members, excluding the Richmond Public Library Board Chairperson, to serve on the Foundation Board. This director shall be a voting member of the Foundation Board.” Board Members were asked to think about the position and report at the next meeting if interested.

Approve the 2019 Richmond Public Library Holidays and approve the 2019 Library Board of Trustees Meeting dates and locations.

Motion: Gail Zwirner, Second by David Lydiard – Approved Unanimously.

There being no further business, the meeting was adjourned at 1:13 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, January 23, 2019, at 11:45 a.m. at the Main Library, 101 East Franklin Street, Richmond, Virginia.

Approved: _____


Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack
RPL Executive Assistant