



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



**Library Board Meeting Minutes
 April 25, 2018**

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

LIBRARY STAFF: Scott Firestine, Clay Dishon, Karin Hansen, Cheryl Clarke, Tara Franzetti, Gianna Pack, Shatabra Powell

ABSENT: Danita Green, Larry Olanrewaju, Friends of RPL President Charlie Schmidt

Meeting of the Library Board of Trustees was called to order by Chair Gail Zwirner, at 11:54 a.m. at the North Avenue Branch Library, located at 2901 North Avenue, Richmond, Virginia.

Consent Agenda	Approve the March 28, 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	Mr. Dishon: <ul style="list-style-type: none"> • Book Sale, April 6-7 at the Main Library was successful. The book sale made approximately \$15,000 from the sale. • Next Meeting: May 2, 2018, at 5:30 p.m. <ul style="list-style-type: none"> ○ Election of officers will take place at the meeting.
Library Foundation	Ms. Hansen: <ul style="list-style-type: none"> • The full Library Foundation Board will meet June 13, 2018, at 4:00 p.m. Library Board of Trustees members are always welcome to attend any of the Foundations’ meetings. Ms. Hansen will send out invitations. There will be an opportunity to have a social hour for both Boards to interact. • Electing new members. • June 9 – Night Out at the Ball Park – Ms. Hansen will have tickets available.
Administration	Highlights of Director’s Report: Staff Updates: <ol style="list-style-type: none"> 1. Resignations: <ol style="list-style-type: none"> a. Tamara Carter, PT LA1 – Hull Street b. Amy O’Connor, Librarian – Main



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<p>Administration (Continued)</p>	<p>2. Requisitions for 14 New Hire positions are in process and should be posted in early May for:</p> <ol style="list-style-type: none"> a. Library Assistant I-PT (Belmont, Hull Street, North Avenue, Westover Hills, West End) b. Library Associate I-PT (Broad Rock) c. Library Associate I-FT (Belmont) d. Library Assistant II-PT (Broad Rock, East End, Hull Street) e. Library/Community Services Manager-FT (Main) f. Library Associate II Early Literacy-FT (Main) g. Librarian II Digital Reference Librarian-FT (Main) h. Librarian II Digital Literacy/Technology-FT (Main) <p>Envisionware E-Payment Update: The installer will be back early May to complete the install of servers, software, hardware, and configuration. Working with the City to get through the firewall. There will be training for staff on policy and procedures. Goal completion date is by the end of May.</p> <p>SIRSI RFP Update: There were four vendors that responded to the RFP on April 10. The committee comprised of Joe Barbie, Priya Duraipandian, Clay Dishon, and OMB will review the proposals to narrow down the applicants.</p> <p>Events:</p> <ul style="list-style-type: none"> • National Library Week: April 8-14 was a success. Library Staff Appreciation Day was April 13 • May 7-11 Employee Recognition Week • May 28 – Memorial Day (Observe) – Libraries Closed • June 9 – Night Out at the Ball Park • June 16 – August 4 – Summer Reading • June 23 – Indie Urban Lit Fest (Main)
BOARD COMMITTEE REPORTS	
<p>Chair</p>	<p>Ms. Zwirner:</p> <ul style="list-style-type: none"> • Attended City Council Meeting to receive Proclamation for National Library Week in Richmond. • Visited Science Museum of Virginia to see its teen space. <ul style="list-style-type: none"> ○ Locked space (open only on Friday, Saturday, and Sundays). • Spoke at Virginia Association of Law Libraries about how it is serving on a Library Board.



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Finance	<p>Mr. Firestine:</p> <ul style="list-style-type: none"> • Attended several Budget Working Sessions – Council is reviewing the Mayor’s Budget line-by-line. <ul style="list-style-type: none"> ○ Mr. Firestine provides impact statements when Council makes cuts to the Budget. • There were several questions asked about Sunday hours and the cost impact. Mr. Firestine gave a cost estimate of \$75,000 for the Sunday hours for the Northside (Ginter Park), and \$250,000 for the Main Library. <ul style="list-style-type: none"> ○ Councilmember Agelasto supports the extended hours and put the costs in the amendments to the Budget. Waiting to see if it will pass or be cut. • CIP Budget – Still in process. <ul style="list-style-type: none"> ○ New HVAC – Special Collections. ○ New Roofs – Broad Rock, Ginter Park, and Hull Street. • May 31 – Goal for the Budget to be adopted.
Facilities	<p>Mr. Butterfield: Facilities Committee did not have a meeting in April. The Committee will meet in May to come up with some scenarios if the Library’s budget gets cut. There was discussion on what the Committee can prepare prior to the release of the City’s Budget the end of May. Start a draft of the RFP.</p>
Governance	<p>No Report.</p>

UNFINISHED BUSINESS

Patron Survey – Tara Franzetti, LCSM Westover Hills Branch, gave a presentation on the survey that was available for patrons to take on line or by hard copy in the month of March. An info-graph sharing the results of the survey was handed out at the meeting. Results were favorable.

There were four themes in the open-ended questions: More hours/Sunday hours, comments about positive and negative customer service, requests for better marketing, and requests for a longer loan period. There were a total of 19 pages of comments. Mr. Firestine and Mr. Dishon have the comments and are available upon request to the Board.

The information presented by Ms. Franzetti would be useful for improving customer service and in working with Richmond Public Schools (RPS). Ms. Francis will find out who the RPS Media specialist is and forward the contact information to Mr. Firestine.

By-Laws – The Board discussed the possibility of rewording the By-Laws of Article IV. Officers, Section 2: Changing language of the current term to serve in the elected position of the Chairman and Vice Chairman. After the discussion, no action was taken by the Board members.



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NEW BUSINESS

None

There being no further business, the meeting was adjourned at 12:41 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, May 23, 2018, at 11:45 a.m. at the Westover Hills Boulevard Branch Library, Richmond, Virginia.

Approved: _____

Gail F. Zwirner
Ms. Gail Zwirner, Chair

Recorder: Gianna Pack
RPL Executive Assistant