



# Richmond Public Library Board

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## Library Board Meeting Minutes January 23, 2019

**PRESENT:** Chair Kevin Butterfield, Vice Chair William Yates, Tanya Francis, David Lydiard, Larry Olanrewaju, Daisy Weaver, Gail Zwirner, and City Attorney Laura Drewry, Friends of the Library Chair Ruth DeBoer

**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Natalie Draper, Gianna Pack

**ABSENT:** Barbara Burton, Danita Green, Karin Hansen

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Kevin Butterfield at 11:52 a.m. at the Main Library, 101 East Franklin Street, Richmond, Virginia.

<b>Consent Agenda Amended</b>	Approve the December 5, 2019 meeting minutes, the current agenda, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: Larry Olanrewaju, Second by Daisy Weaver – Approved Unanimously.</i>
<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library (FRPL)</b>	<b>Ruth DeBoer</b> <ul style="list-style-type: none"> <li>February meeting is scheduled for February 6 at 5:30 p.m. in the Board Room at the Main Library.</li> <li>During the January Half Price Book Sale at the Main Library, the FRPL made about \$2,800; many books were sold, freeing up space to shelve more books for future sales.</li> <li>Currently, there is one vacant voting seat on the FRPL Board.</li> <li>Kelly Kyle is the Committee Chair for organizing events to celebrate the Friends' 60th Anniversary in 2019. Events will include a spring concert in March, visit to the Library of Congress, Party in the Park in October, and an exhibit of the history of the Friends in late fall.</li> <li>The FRPL is going to purchase children's illustrator prints for each Branch Library in memory of Martha Davenport. Branch Managers will select a print to be displayed in their respective libraries.</li> </ul>
<b>Library Foundation</b>	<b>Ms. Hansen:</b> No Report.
<b>Administration</b>	<b>Highlights and Additions to Director's Report:</b>  <b>Staff Update:</b> <ul style="list-style-type: none"> <li>Outreach and Engagement Librarian Patty Parks resigned from the Library effective February 4, 2019.</li> <li>A 1% increase for employees in permanent positions since June 30, 2018, will show up on the January 25, 2019 paycheck. Employees will move up to the minimum if they are not there already.</li> </ul>

**Administration  
(Continued)**

**James River Association Grant DEQ319 Grant:** Met with James River Association to discuss the stormwater grant from the Department of Environmental Quality (DEQ) that they received for the library. This is a stormwater mitigation grant of approximately \$189,000 to provide education and interpretation at library locations throughout the City. This summer we will create a Ripple stencil, complete the rain gardens at the Westover Hills Branch Library, and other locations throughout the system.

**Sirsi:** A conference call is scheduled with SirsiDynix, the City Attorney, and staff on January 24 to continue the contract negotiation of the new integrate library system/catalog. Sirsi is to review City changes and provide a response.

**Changing Lives Through Literature (CLTL):** Received final approval from Juvenile Detention to begin a program in the spring. In March 2019 Officer El Amin will lead the CLTL groups. Approximately 10 youth who will be getting out of detention this spring will participate in the program. The goal is to provide a therapeutic education through literature to assist their rehabilitation. The Library is assisting with books, audiobooks, curriculum, and guidance in helping the counselors use literature in rehabilitation of juveniles getting out of detention.

**Dorothy Height Highway Marker:** The unveiling ceremony is set for March 2019 at the Hull Street Branch Library. More information to come.

Mr. Firestine recognized Board Member Daisy Weaver being honored in the “Growing up in Civil Rights Richmond” exhibition at the University of Richmond Museum.

**Changes at the Main Library:**

- February 3 – Open Sundays.
- Merged the Circulation desk with the Reference desk to combine a one-stop all environment that will streamline services and maximize manpower.
- Makerspace equipment and some furniture arrived. The glass room area is in the process of being painted.
- April 1 – Moving the Children’s and Law Library areas around. The intent is to move the Law Library where the Children’s area is located to create more of a research preservation archive area on one side of the building. This will allow patrons to have the traditional quiet space. Children’s will move into a bigger space, have more light, and get lots of activity.

**Collection:** In the process of weeding items that have been “*loved to death*,” duplicates, or obsolete. The goal is to freshen up the collection and save what is important and move out what is no longer used or antiquated. Statistically by decreasing and displaying items better, circulation goes up.

A mold issue in the periodicals section was contained. Many of the periodical may be weeded because we have better access through other services, such as J-Store.

<b>BOARD COMMITTEE REPORTS</b>	
<b>Chair</b>	<b>Kevin Butterfield:</b> All Board Members received the <i>Palaces for the People</i> book by Eric Klinenber at the meeting. Discussion time will be added to the agenda for the next meeting starting with the Introduction and Chapter 1.
<b>Finance</b>	<b>Daisy Weaver:</b> No Report.
<b>Facilities</b>	<p><b>Gail Zwirner:</b> The RFP language for submitted proposals need to include: Teen makerspace to be included in the first phase if the proposal consists of multiple phases, make suggestions on creative indoor/outdoor space usage, and to highlight any experience working on existing libraries.</p> <p>Board Members were encouraged to go to the website to review the RFP. Ms. Zwirner went over the solicitation schedule:</p> <ul style="list-style-type: none"> <li>• Posting of RFP – January 18, 2019</li> <li>• Pre-proposal meetings – January 29, 2019 – Tour included</li> <li>• Proposals Due – March 1, 2019</li> <li>• Committee Review (City staff and Procurement) – March 4-15, 2019</li> <li>• Interviews – March 18-22, 2019</li> <li>• Committee Recommendation to Procurement – April 1, 2019</li> <li>• Negotiation of Contract – April 8-12, 2019</li> </ul>
<b>Governance</b>	<b>David Lydiard:</b> No Report.
<b>UNFINISHED BUSINESS</b>	
<p>The Strategic Plan Update Dashboard was in the January 23 board packet for Board Members to have an opportunity to review the updates and ask questions before approving and posting to the website.</p> <p>Approve the 2019 Strategic Plan Update Dashboard as submitted.  <i>Motion: David Lydiard, Second by Gail Zwirner – Approved Unanimously.</i></p>	
<b>NEW BUSINESS</b>	
<ul style="list-style-type: none"> <li>• Fine Free Policy – Propose a Fine Free Policy for youth under age 18. – The Board directed Mr. Firestine to proceed with submitting a policy for consideration.</li> <li>• Youth Library Card – Kickoff during National Library Week.</li> <li>• Vice Chair William Yates nominated and was approved to be appointed to the Foundation Board as a voting member.</li> </ul> <p><i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p>	

*There being no further business, the meeting was adjourned at 12:50 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, February 27, 2019, at 11:45 a.m. at the Broad Rock Branch Library, 4820 Old Warwick Road Richmond, Virginia.*

Approved:   
 Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack  
 RPL Executive Assistant