



# Richmond Public Library Board

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## Library Board Meeting Minutes March 27, 2019

**PRESENT:** Chair Kevin Butterfield, Barbara Burton, Tanya Francis, David Lydiard, Larry Olanrewaju, Daisy Weaver, Gail Zwirner

**STAFF:** Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Gianna Pack

**ABSENT:** Vice Chair William Yates, Danita Green, 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 11:48 a.m. at the Main Library located at 101 East Franklin Street, Richmond, Virginia 23219.

<b>Consent Agenda Amended</b>	Approve the February 27, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: Gail Zwirner, Second by Larry Olanrewaju – Approved Unanimously.</i>
<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>	<p><b>Clay Dishon on behalf of Ruth DeBoer:</b></p> <ul style="list-style-type: none"> <li>• Executive Team Meeting – April 3.</li> <li>• Book Sale – April 6-7. Sunday hours will be 1-4P.</li> <li>• Friends of RPL are developing a plan to renovate Main Library Park. Met with Ms. Kyle and a landscape architect to prepare a proposal for consideration to be funded by Friends of the Library. Other architects will also be considered to submit proposals.</li> </ul>
<b>Library Foundation</b>	<p><b>Ms. Hansen:</b></p> <ul style="list-style-type: none"> <li>• RPL has partnered with the VCU Medical Center Auxiliary and the Arthur Ashe Books 4 Kids program to get the word out about the library and the new Ripple Youth card. The Arthur Ashe Books 4 Kids program gives out over 12,000 books a year to kids in MCV hospital. Volunteers from the group have book carts stocked with new books that kids can pick from and take home. Now, when they choose a book they will also get a library postcard showing off the new Ripple card and letting them know how to get one. They will also get a library bookmark with our locations.</li> <li>• The Foundation is working on grant opportunities.</li> <li>• Working on the RVA Reads Program – Received small gifts that has maintained the purchasing of books.</li> <li>• Foundation members are very excited about the changes going on in the Main Library and using the Mary Morton Parsons Grant funds for the new teen space.</li> </ul>

**Administration****Highlights and Additions to Director's Report:**

**Hull Street Branch Library Event:** Mr. Firestine went over the program schedule for the March 28 Sculpture Dedication Ceremony at the Hull Street Branch Library. The event will start 10 a.m. The program speakers are the Mayor, Chair Kevin Butterfield, the Artist, and a representative of the Art Committee.

**Dr. Dorothy Height Historical Highway Marker:** The Dr. Dorothy Height markers dedication unveiling ceremony was held Sunday, March 24 beginning at 3:00 p.m. The event started at First Baptist Church of Southside Richmond and end at the historic marker in front of the Hull Street Branch Library. Dr. Height was a great civil rights legion in Richmond. Mr. Firestine and Natalie Draper attended.

**National Library Week – April 7-13:** An ad announcing National Library Week will run in the Style Weekly from March 27 through April 13. There will be several activities going on during National Library Week to include the Mayor reading a proclamation in City Hall on April 8, Ripple attending storytimes at the Branches and Main, a pop up librarian at City Hall, and the young adult author award will be announced. During the week there will be free giveaways.

The Friends of the Library is sponsoring a staff bowling event on April 12 at Rich City Roll starting at 6:30 p.m. Mr. Firestine extended an invitation to the Board members.

After Mr. Firestine provided his Director's Report, Mr. Lydiard inquired if there was a report that could be generated on the percentage of lost books each year (i.e., disappears, inventory shrinkage, theft, etc.).

Mr. Firestine responded there has not been an inventory in approximately 10 years. A clear inventory would depict what items are still in the library system and what is missing. Using a Unique Management report, Mr. Firestine can produce a report that shows how many items have been checked out, but not returned. Mr. Lydiard stated he would like a most recent Unique Management Report.

Ms. Francis expressed her concern that without a true clear inventory, no one can tell if the major loss of materials were due to materials not being returned.

After an in-depth discussion on the loss of materials by actual statistical numbers to prove loss, not having an electronic sensor system in place to deter theft, and tracking materials, Mr. Olanrewaju suggested to Mr. Firestine to research "How do we prevent people from taking books home without checking them out from the Library and not having a security system or tracking method". Ms. Francis inquired if an inventory can be done. Mr. Firestine replied "Yes, an inventory can be done, but it is expensive". There is also a concern that libraries will need to close during the inventory timeframe.

Mr. Olanrewaju asked to table further discussion until the next meeting. He also suggested Mr. Firestine to:

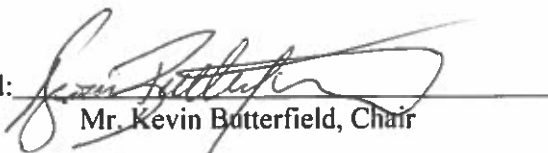
1. Create a proposal of what an inventory entails with costs associated during the libraries closing to complete the inventory.
2. Create a cost benefit analysis on the electronic sensors.
3. The Proposal should include all nine libraries.

Ms. Zwirner also mentioned to Mr. Firestine to produce the last inventory report if possible.

<b>BOARD COMMITTEE REPORTS</b>	
<b>Chair</b>	<b>Kevin Butterfield:</b> No Report.
<b>Finance</b>	<b>Daisy Weaver:</b> Ms. Weaver reported there was a brief Finance meeting prior to the Board meeting. Mr. Firestine updated the Committee members on the budget briefing he did for City Council on March 18, sharing the 2018 statistical info-graph. Mr. Firestine mentioned there was an increase in the overall budget due to a major increase in benefits cost and a proposed 3% raise for employees across the board. By way of the budget increases, Library hours will maintain existing hours without increasing hours.
<b>Facilities</b>	<p><b>Gail Zwirner:</b></p> <ul style="list-style-type: none"> <li>• <b>HVAC Project/Special Collections Area Update:</b> eTEC Mechanical Corp was awarded the contract and will start work on April 22 with a completion target date of June 6. eTEC Mechanical Corp's work hours at the Main Library will be 7:30 a.m. to 4:00 p.m., Monday through Friday.</li> <li>• <b>RFP Update:</b> Mr. Firestine reported the RFP was canceled because the RVA Green City Commission sent a letter to the City notifying that the Library was not in compliance with Resolution Number 2008-R152 that "... all new building for facility construction, major renovation or improvement projects undertaken on existing buildings or facilities which exceed 10,000 gross square feet shall meet the Leadership in Energy and Environmental Design (LEED) Green Building Rating System's Silver rating". The City's attorney reviewed the RFP and canceled it. Mr. Firestine also mentioned the RFP process will start from the beginning after the verbiage has been changed to include the LEED Silver Rating.</li> </ul>
<b>Governance</b>	<b>David Lydiard:</b> Mr. Lydiard confirmed that there will be three members rotating off the board on June 30, 2019. Those members are: Danita Green, Gail Zwirner, and Larry Olanrewaju.
<b>UNFINISHED BUSINESS</b>	
<ul style="list-style-type: none"> <li>• Members discussed Chapters 2-3 book <i>Palaces for the People</i> by Eric Klinenber. There will be a discussion on Chapters 4-6 for the April 24, 2019 meeting.</li> </ul>	
<b>NEW BUSINESS</b>	
No New Business	

*There being no further business, the meeting was adjourned at 12:49 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. After the meeting was formally adjourned, members of the Board took a brief tour of the Main Library with Mr. Firestine.*

*The next meeting will be held on Wednesday, April 24, 2019, at 11:45 a.m. at the North Avenue Branch Library, 2901 North Avenue, Richmond, Virginia 23222.*

Approved:   
Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack  
RPL Executive Assistant