



Richmond Public Library Board
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**Library Board Meeting Minutes
 May 22, 2019**

PRESENT: Vice Chair William Yates, Barbara Burton, Danita Green, David Lydiard, Larry Olanrewaju, Daisy Weaver, Gail Zwirner

STAFF: Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Cheryl Clarke, Natalie Draper, Karin Hansen, Tori Nunnally, Shatabra Powell

ABSENT: Chair Kevin Butterfield, Tanya Francis, Gianna Pack, 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 Vice Chair William Yates at 11:45 a.m. at the Westover Hills Branch Library located at 1408 Westover Hills Boulevard, Richmond, Virginia 23225.

Consent Agenda Amended	Approve the April 24, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: Daisy Weaver, Second by David Lydiard – Approved Unanimously.</i>
Public Comment Period	No one from the public was present. Mr. Firestine introduced HR Liaison Shatabra Powell, Library Community Services Manager Tori Nunnally of the Westover Hills Branch, and the new Library Community Services Manager for the Main Library Natalie Draper who were also in attendance.
REPORTS	
Friends of the Library (FOL)	Clay Dishon on behalf of Ruth DeBoer: <ul style="list-style-type: none"> • The Friends will be holding a Member's Only Book Sale from 10 a.m. to 4 p.m. on Saturday, June 29 for current members and anyone who joins the Friends at the sale. • The Friends are looking forward to having a table promoting the Friends at the Main Library Summer Reading events. We currently do not have the volunteer base to have a presence at each Branch for the Summer Reading events, but is something to be considered doing in the future. • The Annual Meeting is scheduled for September 15 at 2 p.m., with a talk given by local critic and writer Ed Slipek. • Plans for other events for the Friends 60th Anniversary this year are being finalized. • The Friends next newsletter will be ready and mailed in early June.

REPORTS (CONTINUED)

<p>Library Foundation</p>	<p>Ms. Hansen:</p> <ul style="list-style-type: none"> • Budget: Ms. Hansen reported on the RPL Teen Space and Main Library Renovations. Funds expended as of May 2019 equates to \$15,000 contributed by the Foundation for the Innovation Lab. Categories are general. The only funds that were very time sensitive were funds provided from the Memorial Foundation for Children, which was used for the Innovation Lab. • Communication: The first e-communications has gone out for the year. There will be an e-invite going to Board Members for the June 12 Annual Foundation Full Board Meeting Social. During the social, there will be demonstrations and tours in the new innovation lab. Mr. Lydiard inquired to the cost of the hard solicitation versus the e-solicitation. Ms. Hansen explained the e-solicitation is much less in cost.
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<p>Administration</p>	<p>Highlights and Additions to Director's Report: Mr. Firestine did a brief summary of his Director's Report that was submitted in the Board Packet with discussion emphasizing on:</p> <ul style="list-style-type: none"> • Website: Hired Jonah Butler from the West End Branch Library to assist Nancy Buck at the Main Library on web presence and maintenance. • Collection Relocation: Relocation transition is running smoothly. Moving company is in the process of moving the Children's area and the Law Library as well as shifting the non-fiction collection around. The innovation lab is now open. • Community Connector Social Worker Rex Huff started on May 15 at the Main Library. His office is located on the second floor and will have office hours to assist patrons who may be experiencing social challenges, such as addiction, homelessness, etc., to find assistance. He will also travel around to the Branches should any of their patrons need assistance. Mr. Huff will collect statistics on how many people he meets with, assistance given, successes, etc. to use for future consideration to make a permanent position for the Library. • Cell Phone Charger: Currently broken. Ms. Clarke is in the process of researching companies that can fix or replace the cell phone charger. • Location for personal belongings of patrons to be stored: Currently on hold. • Master Plan RFP: Ongoing. In Legal. • Integrated Library System RFP: Still in process. The Foundation Chairperson suggested a letter may need to be sent to the CAO and/or the City Attorney's Office inquiring to the issue of why it is taking so long to complete. The current plan is for Mr. Firestine to reach out to Mr. Jackson to obtain a status report first, then compose a letter if necessary. Also, City Attorney Laura Drewry mentioned that she would reach out to the attorneys that are working on the RFP and report back. • Hoopla Advertising: At the May 22 LBOT Meeting, Mr. Lydiard asked if RPL can do some advertising on the Hoopla splash page. They have been contacted and responded at this time no advertising can be done. It may happen in the future, but now it is not doable. • Circulation: A discussion took place on the percentages dropping in circulation. Across the board, all branches have dropped, but econtent has gone up 20%. Mr. Firestine mentioned to view all of the reports such as door count and WIFI usage. Patrons are using the libraries, just not checking out books.
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BOARD COMMITTEE REPORTS	
Chair	William Yates for Kevin Butterfield: No Report.
Finance	Daisy Weaver: Ms. Weaver reported there was a brief Finance Committee meeting prior to the Board meeting. It was reported that during the Budget cycle, RPL's budget was decreased \$44,000 from the vacancy funding and the CIP was impacted. Mr. Firestine is awaiting a response on the total CIP impact amount.
Facilities	Gail Zwirner: No Report.
Governance	David Lydiard: Mr. Lydiard stated there was one interested person who would like to be considered for the Library Board of Trustees. He will follow up with the Clerk's Office to check if anyone has also applied for consideration.
UNFINISHED BUSINESS	
<ul style="list-style-type: none"> • Book discussion tabled to next meeting – June 26, 2019. • Inventory Discussion: The LBOT had time to review the handouts from the April 24 meeting to prepare for the inventory discussion. Mr. Yates started the discussion stating the handout materials depicted an inventory is very costly and a big undertaking of time and labor as well as an inconvenience to our patrons with closing the location. Mr. Firestine reported staff is using a missing list when items cannot be found and working with Unique Management to recover missing items. <p>Mr. Firestine reported gates are a strong visual deterrent. He then summarized the cost of a new RFID system and costs of maintaining the existing gate system; both being very expensive. After the inventory discussion was completed, the LBOT were in agreement to continue to think about an inventory process with future discussions when needed.</p>	
NEW BUSINESS	
<p>Approve the Library Card Renewal Policy and the Library Card Registration Policy to add Fine-Free Youth Library Cards for Youth 0-17 years.</p> <p><i>Motion: Gail Zwirner, Second by Larry Olanrewaju – Approved Unanimously.</i></p>	

There being no further business, the meeting was adjourned at 1:12 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting.

The next meeting will be held on Wednesday, June 26, 2019, at 11:45 a.m. at the West End Branch Library, 5420 Patterson Avenue, Richmond, Virginia 23226.

Approved:  _____
Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack
Executive Assistant