



# Richmond Public Library Board

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## Library Board Meeting Minutes April 24, 2019

**PRESENT:** Chair Kevin Butterfield, David Lydiard, Larry Olanrewaju, Daisy Weaver, Gail Zwirner

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

**ABSENT:** Vice Chair William Yates, Barbara Burton, Tanya Francis, 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 11:55 a.m. at the North Avenue Branch Library located at 2901 North Avenue, Richmond, Virginia 23222.

<b>Consent Agenda Amended</b>	Approve the March 27 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. A quorum to vote was established at 12:43 p.m. <i>Motion: Gail Zwirner, Second by David Lydiard – Approved Unanimously.</i>
<b>Public Comment Period</b>	None were present.

### REPORTS

<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>• The 60th Anniversary activities are progressing. On March 20, a group of 25 people went on a sponsored trip to and toured the Library of Congress. Kelly Kyle reported that everyone had a great time.</li> <li>• The Friends Spring Book Sale on April 6-7 was successful. They cleared around \$14,400 in sales.</li> <li>• The FRPL provided funds to RPL to celebrate National Library Week, which included a staff event at River City Bowl. Everyone had a great time.</li> <li>• The Summer/Fall newsletter will go out soon. FRPL are always looking for ideas and photos for brief articles, as well as people to write them!</li> <li>• Summer Reading is just around the corner. FRPL will be sponsoring a band for the gathering in the Library Park. Rain-out plans are still in the works.</li> <li>• FRPL is in the process of recruiting young FRPL membership and volunteers. Currently they have settled with the idea of attending and occupying a non-profit table for the Friends at many local festivals. This should be an easy way to promote the Friends and RPL. They are very excited to have a new group interested in getting involved.</li> <li>• There will be a full Board Meeting on May 1 at Main Library at 5:30 p.m.</li> </ul>
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<b>REPORTS (CONTINUED)</b>	
<b>Library Foundation</b>	<p><b>Ms. Hansen:</b></p> <ul style="list-style-type: none"> <li>• June 12 – Annual Foundation Full Board Meeting. It will start at 4:00 p.m. with a social starting at 5:30 p.m. Staff and LBOT will receive an e-invite in the near future. During the social, there will be demonstrations and tours in the new innovation lab.</li> <li>• The Foundation is working to improve donor communication. There will be two e-communications going out a year from the Foundation as a fundraising solicitation. It does give the option to Opt-out if a person does not want to receive the email. The first e-communication will go out in May. Ms. Hansen is welcoming any feedback on this new type of communication.</li> </ul>
<b>Administration</b>	<p><b>Highlights and Additions to Director’s Report:</b> Mr. Firestine did a brief summary of his Director’s Report emphasizing on:</p> <ul style="list-style-type: none"> <li>• Actively in the hiring process.</li> <li>• Made nominations to the International Dublin Literary Award.</li> <li>• Homeward – Part-time Social Worker position to assist people who are experiencing homelessness.</li> <li>• National Library Week was April 7-13, 2019. There was a proclamation from Mayor Stoney, a popup library at City Hall, and events with Ripple and story times at all locations. Also launched the Youth Library Card and had a Fine Free week. We posted many pictures on Instagram and the Library’s Facebook.</li> <li>• Comcast Update – The public access studio has been relocated to the Main Library. Currently, the studio is not up and running due to Verizon not connecting to it as of yet. Mr. Firestine has been communicating with Verizon for the last four months to finish the connection process.</li> <li>• VCU Common Book for incoming students – <i>Evicted: Poverty and Profit in the American City</i> by Matthew Desmond is a partnership program with RPL. There will be book talks, speakers, exhibit, etc. to act as a beacon to detail what it is and what it means to the City of Richmond.</li> <li>• Mr. Lydiard loaned his art collection of vibrant animal portraits by Marius Valdes to the Westover Hills Branch Library to display.</li> <li>• Westover Hills Branch is enhancing and expanding the rain garden and storm water mitigation project initiated by the Westover Hills Advisory Group in 2011.</li> <li>• Hoopla: Mr. Lydiard inquired a status on seeing another Hoopla report. Mr. Firestine will follow up with Nancy Buck in Collections. Mr. Lydiard also inquired if there could be a pop up advertisement on Hoopla to give exposure to RPL (Example: RPL is open on Sundays at two locations). Mr. Firestine will update the Board if that can be done.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chair</b>	<p><b>Kevin Butterfield:</b> Mr. Butterfield attended the ceremony dedication of the Hull Street Sculpture that was at 10:00 a.m. on March 28, 2019. Mayor and the press was in attendance. It was a successful and well attended event.</p> <p>Mr. Butterfield encouraged Board members to review the proposed amendments and the 1-1.5% cut across the board. Reach out to Council members to discuss supporting the library and how the 1-1.5% cuts across the board will make an impact and reverse the progress the Library Board has been making. Mr. Firestine reported the statistics showing it would be about \$100,000 out of the RPL budget and affect Sunday hours.</p>

<b>BOARD COMMITTEE REPORTS (CONTINUED)</b>	
<b>Finance</b>	<p><b>Daisy Weaver:</b> Ms. Weaver reported there was a brief Finance meeting prior to the Board meeting.</p> <p>Mr. Firestine shared a report on the Councils Budget Amendments. He also encouraged Board Members to talk to their Council person on what could happen to Library services if there is a 1-1.5% cut across the board. The types of services with impact would be homework help, job searching, early literacy, STEM, etc.</p>
<b>Facilities</b>	<p><b>Gail Zwirner/Cheryl Clarke:</b></p> <ul style="list-style-type: none"> <li>• Main Library Facilities Master Plan Update: In the Attorney’s Office to be reviewed so it can be reissued.</li> <li>• Toilet Rooms at Main Library – Ms. Clarke reported that the first floor toilet rooms will be relocated to coincide with Children’s and the Law Library move. The current location of the public restrooms for adults will turn into a lactation restroom and the other will be a family restroom, which the Children’s Department will have the keys. The current location of the Children’s restrooms will be remodeled to be used for the public. The new design will not have doors, but passage ways for gender specific to enter in opposite directions. The stalls will have locking doors for privacy. This design is to address the overdose issues. Mosley will design the changes. CIP dollars will be used. At this time, Branches will not have a lactation room due to space limitations. Changes should be completed by March 2020.</li> <li>• RFP for the Integrate Library System (ILS on-line catalog): Ongoing since July 2018 when the selection was made. Negotiations with the City Attorney’s Office is on-going.</li> <li>• Ms. Zwirner inquired would any of these delays impact any money, such as the Mary Morton Parson’s Grant, that needs to be spent. Mr. Firestine stated he would follow up with Ms. Hansen to see if there are any time limits that need to be addressed so money is not lost.</li> <li>• HVAC Project/Special Collections Area Update: eTEC Mechanical Corp was awarded the contract and began work on April 22. Target date for completion was pushed to July due to a miscommunication with delivery of a key piece of equipment.</li> <li>• Roof Surveys: The roofs survey is complete, except for West End and Main. Capital Improvement will take care of the process for the other sites. The North Avenue Branch had extensive damage repair to the roof and will need to go out for bid. After the discussion, Mr. Lydiard suggested that there be some follow up method on when it is time for a roof to get maintenance.</li> </ul>
<b>Governance</b>	<p><b>David Lydiard:</b> Mr. Lydiard reported the City Clerk’s Office is advertising for the three open positions.</p>
<b>UNFINISHED BUSINESS</b>	
<ul style="list-style-type: none"> <li>• Book discussion tabled to next meeting.</li> <li>• Mr. Firestine handed out information on the inventory and associated costs with maintaining existing and new security gates, which the Board requested from the March 27, 2019 meeting. It was the consensus of the Board Members present at the meeting to table the discussion until the May 22, 2019 meeting to give them an opportunity to review the packet.</li> </ul>	

**NEW BUSINESS**

No New Business

*There being no further business, the meeting was adjourned at 1:09 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting.*

*The next meeting will be held on Wednesday, May 22, 2019, at 11:45 a.m. at the Westover Hills Branch Library, 1408 Westover Hills Boulevard, Richmond, Virginia 23225.*

Approved:   
Mr. William Yates, Vice Chair

Recorder: G. Pack  
RPL Executive Assistant