



Richmond Public Library Board

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



Library Board Meeting Minutes June 26, 2019

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

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

ABSENT: Tanya Francis, Gail Zwirner, 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 Chairman Kevin Butterfield at 11:49 a.m. at the West End Branch Library located at 5420 Patterson Avenue, Richmond, Virginia 23226.

Consent Agenda Amended	Approve the May 22, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: David Lydiard, Second by William Yates – Approved Unanimously.</i>
Public Comment Period	No one from the public was present.
REPORTS	
Friends of the Library (FOL)	Scott Firestine: <ul style="list-style-type: none"> • June 29 from 10 a.m. to 4 p.m. – Member's Only Book Sale for current members and anyone who joins the Friends at the sale. • July – No meeting in July. • The Annual Meeting is scheduled for September 15 at 2 p.m. • Newsletter in process.
Library Foundation	Scott Firestine: <ul style="list-style-type: none"> • The Foundation Social was well attended and everyone enjoyed the tools and toys in the new Innovation Lab. • The Foundation has hired a new accounting service, Bookkeeping Solutions and Consulting, LLC.

REPORTS (CONTINUED)

<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:</p> <ul style="list-style-type: none"> • Interviews are completed and in the process of hiring a part-time Library Associate to work in the Law Library. This will allow more coverage in the evenings. • Completed the move of the Law Library and Children’s areas, as well as opened the young adult area adjacent to the Innovation Lab. • The West End Branch Library will have a celebration, June 28 at 5:00 p.m., of the new umbrellas added to the outside patio. The event will feature music and refreshments to thank the community for its support. All LBOT members are invited. • The Westover Hills Library Branch will celebrate their 60th Anniversary on July 8 at 5:30 p.m. All LBOT members are invited. • Fine-free youth cards have been a big success. Great feedback on the services and the Ripple library card. • Ms. Drewry has been working with Mr. Haskell Brown on the RFP for the Main Library Facilities Master Plan to be back out in circulation in early July. • The RFP for the Integrated Library System continues to be delayed by contract negotiations. • The part-time social worker from the Daily Planet, also known as our Community Connector, is doing great work. Report included in the June report. • The Mayor has submitted an Ordinance to adopt banning guns in all City buildings if the General Assembly takes action. The General Assembly is scheduled to hold a special session July 8, 2019. • The Virginia Library Association – Mr. Firestine is a member of the Legislative Committee. This year they are going to seek the full funding for State Aid. For many years, the General Assembly has not funded Libraries full amount. For example, FY20 funding year, we should receive about \$191,000—if RPL were to receive full funding, that amount would be \$317,000. The last time the State fully funded libraries was 2001. • The American Library Association (ALA) Conference was held in Washington, DC on June 20-25, 2019. Several staff members attended. • Mr. Lydiard inquired about the circulation numbers being so erratic. Mr. Butterfield suggested that a bar graph be created of the Branches that shows gate count and circulation to give a clearer picture if it can be done. Mr. Firestine will follow up and review formulas to ensure accuracy.
------------------------------	---

BOARD COMMITTEE REPORTS

<p>Chair</p>	<p>Kevin Butterfield:</p> <ul style="list-style-type: none"> • Attended some of the Trustee programs that were held at the ALA Conference; enjoyed sessions on the Community Connector.
<p>Finance</p>	<p>Daisy Weaver: Ms. Weaver reported there was a brief Finance Committee meeting prior to the Board meeting.</p> <ul style="list-style-type: none"> • There is an increase on the bottom line of the approved City Budget that was adopted for FY20 due to the 3% raise to all City staff and rising health care costs. There was a \$44,000 cut due to one vacancy. Other Departments received larger cuts. • The Law Library Special Fund amount is a reconciliation over a period of time. Mr. Firestine will follow up on the status and report back to the Board. • The Foundation Board will give a check in July to catch up on their contributions to the Library.

BOARD COMMITTEE REPORTS (CONTINUED)

Facilities	Scott Firestine: <ul style="list-style-type: none">• Studio Update – Verizon is finally installing wiring and equipment at the Main Library to simulcast the signal from the television station. Target date: mid-July.• HVAC Project for the Special Collections area is ahead of schedule. The contractor should be complete in July.• Verizon Towers – As of June 25, the Library was notified by email that Verizon staff will review the site and install towers on the Main Library roof. In January 2019, CAO Selina Cuffee-Glenn signed an approved City Council Ordinance that authorized a contract with Verizon to place these towers on the roof of the Main Library. Mr. Firestine will forward the document to the members.
Governance	David Lydiard: There are currently three LBOT positions Vacant effective June 30, 2019. There are three members rotating off the LBOT on June 30, 2019. Those members are Danita Green, Gail Zwirner, and Larry Olanrewaju. Board members were given the opportunity to review and discuss four potential candidates to fill three vacant positions. Approve David Lydiard to move forward with making suggested recommendations on behalf of the Library Board of Trustees for two candidates and keep one position vacant. <i>Motion: Daisy Weaver, Second by William Yates – Approved Unanimously.</i>
UNFINISHED BUSINESS	
Mr. Butterfield wrapped up the book discussion, <i>Palaces for the People</i> by Eric Klinenber. He mentioned the author of the book spoke at the American Library Association Conference. Departing Board Members were acknowledged and thanked for their hard work and efforts in participating on the Richmond Public Library Board of Trustees and are always welcome to attend meetings.	
NEW BUSINESS	
No New Business discussed.	

There being no further business, the meeting was adjourned at 12:47 p.m. by a *Motion from Larry Olanrewaju, Second by Danita Green.*

The next meeting will be held on Wednesday, July 24, 2019, at 11:45 a.m. at the East End Branch Library, 1200 North 25th Street, Richmond, Virginia 23223

Approved: 
Mr. William Yates, Vice Chair

Recorder: Gianna Pack
Executive Assistant