



Richmond Public Library Board

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



Library Board Meeting Minutes July 24, 2019

PRESENT: Chair Kevin Butterfield, Vice Chair William Yates, David Lydiard, Daisy Weaver

STAFF: Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Shatabra Powell, Adam Zimmerli

ABSENT: Barbara Burton, Tanya Francis, 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 11:52 a.m. at the East End Branch Library located at 1200 North 25th Street, Richmond, Virginia 23223.

A quorum was not established.

Consent Agenda Amended	Approve the June 26, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>A quorum was not established; will be brought up at the September meeting.</i>
Public Comment Period	Mr. Sidney Simmons expressed his concerns regarding the new changes at the Main Richmond Public Library where books were moved to the stacks and patrons do not have the accessibility to manually brows those books. He also shared his concern on the delay of the television broadcasting station not being utilized.
REPORTS	
Friends of the Library (FOL)	Clay Dishon: <ul style="list-style-type: none"> • June 29 from 10 a.m. to 4 p.m. – Members only book sale was well attended with good sales. • July – No meeting in July. • The Annual Meeting is scheduled for September 15 at 2:00 p.m. Invitations will be going out soon.
Library Foundation	Karin Hansen: <ul style="list-style-type: none"> • The Foundation closed out its last fiscal year at the end of June. Gearing up for the next audit. • No meetings in July. Next Full Board Meeting is in September. • Complete the transition to the new bookkeeper. • The Foundation makes \$10,000 available for staff program grants, but also moves funds directly to Library. In June, \$20,000 was moved to the Library in support of children, teen, and adult programming and soon funds will be moved over in support of Special Collections. Moving forward, the Foundation will move over a larger amount of funds that staff will access through the Pcard system. • Ms. Hansen reported on the past four years of Foundation funds that was given to the Library. Mr. Lydiard had interest in what funding had come into the Foundation. Ms. Hansen will present a report from the last four years on the incoming funds to the Foundation at the September meeting.

REPORTS (CONTINUED)

Administration	<p>Scott Firestine: Highlights and Additions to Director's Report:</p> <ul style="list-style-type: none"> • Mr. Firestine stated he corrected the averages on the end of year circulation report and added a graph depicting door count versus circulation as request by the LBOT at the June 26 meeting. He emphasized the increased numbers on the E-content. • There are plans to have a survey sent out in the fall of 2019. • Technical Services added approximately 2,300 more books this year than the previous year and added about 2,000 cards, both moving in a positive direction. The next focus will be tracking how many books going out. • In the process of setting up an Amazon account to be used with the City's P-card. This will help streamline the smaller purchases. • Westover Hills Library Branch celebrated its 60th Anniversary. Mr. Lydiard was in attendance. There were several events going on that evening. • Mr. Zimmerli gave a presentation on the Old School Skills Program that was held at the East End Branch. There is going to be another program this fall. • SIRSI Update: Still in process.
BOARD COMMITTEE REPORTS	
Chair	Kevin Butterfield: No Report.
Finance	<p>Daisy Weaver/Scott Firestine:</p> <ul style="list-style-type: none"> • Reviewed how the revenue has not been collected. There should have been \$182,119.00 under the State Library Aid, which did not get booked into the Library Revenues. FY20 the Library should receive \$191,000, which is an increase over last year because State Aid was funded better. • Special Funds/Law Library: Still in process. • There was approximately \$320,000 in vacancy savings. • The increase in the budget was due to the 3% pay increase and the \$60,000 increase in books. In FY19 there was \$543,000 and in FY20 there is \$608,000. • The cut in the FY20 Budget was in the operational funds, due to \$30,000 in planning and management and about \$40,000 in a vacancy savings at the last minute to when Council was balancing the budget. • There are about 12 staff members eligible for the early retirement, but at this time, no one has proceeded to give notice.
Facilities	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • RFP for the Main Library Facilities Master Plan Update: There will be a meeting with Legal, Procurement, and Capital Projects on August 13 to discuss the changes that were made because it will not give the Library professional services needed for the architect specialty needed. • Verizon Towers: In January 2019, CAO Selina Cuffee-Glenn signed an approved City Council Ordinance that authorized a contract with Verizon to place towers on the roof of the Main Library. Mr. Firestine forwarded the document to the LBOT to review. Ms. Clarke has been working with Verizon on tower placement and tower fees. • HVAC Project in Special Collections: Approximately 90% completed. The vendor is currently working with the electricians to hook up the units. In the last report, the vendor was ahead of schedule, but had encountered some glitches with the thermostat and issues with the original vendor of the unit. Completion date: Late August.

BOARD COMMITTEE REPORTS (CONTINUED)	
Facilities (Continued)	<ul style="list-style-type: none"> • Roof Projects: There was money in the CIP. All Library buildings have been assessed. Currently, all repairs needed have been addressed and completed. Money was saved by doing repairs instead of replacements. The money saved will be moved to the toilet rooms project at the Main Library to address the problems there, which are in design review. If everything goes well, the toilet project should start in the fall. • Mr. Lydiard inquired the status of the flooding in the Special Collections area. Mr. Firestine reported DPU scoped the drain with dye verifying that the drain was in the proper location. They did not conclusively say what could permanently fix the problem. They also mentioned that it could have been a blockage in the storm sewer drain and when it rained 6" that night—it just backed up into the building. With that being said, there was no solution for fixing the problem. Mr. Firestine explained the carpet was soaked, but with the quick response of staff and the cleaning vendor-ServPro, there was no damage to the carpet or furniture. The collection is about 12" above the carpet, so there was no damage to the collection. The concern was future mold issues and wooden shelving.
Governance	<p>David Lydiard:</p> <ul style="list-style-type: none"> • Chairman Butterfield had a request to go into Executive Session. There was no quorum throughout the entire meeting, so the LBOT could not go into Executive Session. • Committees will be assigned at the September 25 meeting. • There are three members that were appointed by Council. They will attend the September meeting.
UNFINISHED BUSINESS	
No Unfinished Business to Discuss.	
NEW BUSINESS	
No New Business to Discuss.	

Chairman Mr. Butterfield announced the consent agenda items for this meeting will be carried over to the September 25 meeting due to a quorum not being established.

No business took place at today's meeting only Public Comment and Reports. Meeting ended at 12:56 p.m.

The LBOT does not meet in the month of August. The next meeting will be held on Wednesday, September 25, 2019 at 11:45 a.m. at the Hull Street Branch Library, 1400 Hull Street, Richmond, Virginia 23224.

Approved: 
Mr. William Yates, Vice Chair

Recorder: Gianna Pack
Executive Assistant