



Richmond Public Library Board

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Library Board Meeting Minutes September 25, 2019

PRESENT: Chair William Yates, Vice Chair David Lydiard, Emily Altman, Christine Peterson, Daisy Weaver, Janet Woody

STAFF: Scott Firestine, Clay Dishon, City Attorney Laura Drewry, Gianna Pack, and Friends of the Library Chair Ruth DeBoer

ABSENT: Barbara Burton, Tanya Francis, Cheryl Clarke, Karin Hansen

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chairman William Yates at 11:49 a.m. at the Hull Street Branch Library located at 1400 Hull Street, Richmond, Virginia 23224.

Introductions	After calling the meeting to order, Vice Chair William Yates introduced the three new members, Emily Altman, Christine Peterson, and Janet Woody and welcomed them to the meeting.
Consent Agenda	<p>Approve the June 26, 2019 meeting minutes and the July 24, 2019 meeting minutes as submitted. <i>Motion: Daisy Weaver, Second by David Lydiard – Approved Unanimously.</i></p> <p>Approve Consent Agenda, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: David Lydiard, Second by William Yates – Approved Unanimously.</i></p> <p>Mr. Yates requested that there be a discussion on vacancies and appointments to New Business.</p>
Public Comment Period	None.
REPORTS	
Friends of the Library (FOL)	<p>Ruth DeBoer:</p> <ul style="list-style-type: none"> • Annual Meeting, September 15: <ul style="list-style-type: none"> ○ It was announced that the Friends gave RPL approximately \$29,000 over the year. Part of the money is given directly to the Library to pay for the graphic design computer and printer, and some of those gifts are used for Library staff requesting funds for specific programs. ○ Currently there are over 500 members and over 1,000 names in the database to send out information on upcoming events. Five new Board members that were appointed. • October 5: Book Drive. • November 1-3: Book Sale. • 60th Anniversary Event: Invitations will go out in October. <ul style="list-style-type: none"> ○ November 1: First Friday History of the Friends Exhibit at the Main Library. ○ Special Collections Room – Large donated collection Exhibit. ○ Each Branch will receive a piece of art work to be displayed in their Children’s area. ○ There will be speaker – TBD.

REPORTS (CONTINUED)

<p>Friends of the Library (FOL) (Continued)</p>	<p>Mr. Lydiard expressed his gratitude on behalf of the LBOT for all of the hard work the Friends have been doing and for their generous donations to fund projects where there is no money in the budget to do so.</p> <p>Mr. Dishon reported on the breakout of the annual lump sum of \$17,000 in the Pending Gifts Report that the Friends donated to the Library:</p> <ul style="list-style-type: none"> o \$8,500 – Annual Summer Reading Programs o \$2,500 – Children’s Special Programs – Virginia Repertory Theater o \$1,000 – Youth Arts Month Receptions o \$2,000 – Teen Programs o \$2,000 – Children’s Program Supplies o \$1,000 – Books for Outreach/Daycare Literacy Training
<p>Library Foundation</p>	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • The Foundation Board met on September 18, reviewing first quarter numbers. • As of June 30, 2019, total assets were \$859,000, which was an increase of \$86,000 over the previous year. There was a donor that gave \$65,000, which is a majority of the increase. • Fundraising Initiatives are going strong for annual unrestricted funds. The Foundation Board needs to raise another \$80,000 to meet their goal for this calendar year. The Board continues to strategize on those initiatives and tracking methods of where the money is coming from.
<p>Administration</p>	<p>Scott Firestine:</p> <p>Highlights and Additions to Director’s Report: During the overview of Board Packet and Director’s Report, Mr. Firestine highlighted on the following:</p> <ul style="list-style-type: none"> • Hiring vacancies: Eights positions, plus filling seven positions of VRIP. RPL is third in the area in regards to competitive wages with Henrico County being number one. • Summer Reading Program: Summer Reading Program (SRP) concluded August 10. There were 1,483 participants this year. • In the past, the LBOT has requested RPL improve relationships with Richmond Public Schools (RPS). On September 6, RPL held a training day for all of the RPS Media Center Librarians. At the Main Library, librarians and staff presented information regarding library resources and services that may be very relevant to RPS students. • RFP for the Integrate Library System (ILS on-line catalog) Update: On-going. City Legal Department continues to review/negotiate contract language for a SAAS ILS with SirsiDynix. • VCU Common Book Update: Author Matt Desmond will visit the Siegel Center October 16 and the Main Library for a follow-up discussion with community influencers on October 17. In the winter of 2020, RPL will provide exhibit space at the Main Library to continue discussions on eviction. • DEQ Grant 2019-2021: Programs will be at Broad Rock, East End, and North Avenue Branch Libraries. On Tuesday, October 22, over 20 people will visit Westover Hills Branch to make rain barrels. • Comcast Channel Update: Installation is mostly complete. Staff will work with volunteers to begin programming and broadcasting from the main studio and control room on the second floor of the Main Library. We are calling the public access channel Access RVA, a service of the Richmond Public Library. • The Science Museum will provide RPL books with a special bar code that will allow patrons who check those books out a free admission to the museum. Every Branch will receive a book. This is a partnership pilot program.

REPORTS (CONTINUED)	
Administration (Continued)	<ul style="list-style-type: none"> • Read-Up Richmond: This is the inaugural event of what will become RPL premier community reading program of the fall. Alex Kotlowitz will interview Jesmyn Ward at the Main Library on October 14 at 7:00 p.m. Ms. Ward is a two time National Book Award winner and received the MacArthur “genius” grant.
BOARD COMMITTEE REPORTS	
Chair	<p>William Yates: Mr. Yates announced Mr. Butterfield resigned in August. He stated the Board will need to elect a new Chairperson and Committee members during New Business. Mr. Yates also stressed the importance of being committed to attend all meetings.</p>
Finance	<p>Daisy Weaver/Scott Firestine:</p> <ul style="list-style-type: none"> • Ms. Weaver did an overview of the Budget. Fiscal Year started July 1, 2019. She reported on the Pending Gifts Report for new members to provide an understanding the report represents money provided by the Friends of the Library, the Foundation, and/or donations from individuals. Finally, she reported Special Fund money revenue is a rolling fund and may cross over fiscal years. • Mr. Firestine reported there would be an impact on the Library Budget due to seven employees taking the incentive for early retirement. The incentive for employees with 33+ plus years would get \$22,000, plus vacation payout per employee. About 250 years of service and knowledge will be leaving RPL on October 31, 2019.
Facilities	<p>Scott Firestine:</p> <ul style="list-style-type: none"> • HVAC Project for Special Collections Area: Completed. • Main Library: Shifting furniture, rearranging department floor plans, and moving, weeding and combining collection stacks around – Ongoing, but showing an increase in circulation by 8%. • RFP for the Main Library Facilities Master Plan Update: The Master Plan is in the Request for Proposal (RFP) stage to hire an architect to do a redesign of the Main Library. There were five proposals received. • There is a RFP advertised to renovate the Main Library restrooms making them to have better access for the first floor. The RFP will close October 4, 2019. • The statue clock in the Library Park at the Main Library was damaged August 2018 from an automobile accident. The cost to repair the clock is about \$16,000 and installation costs. The City’s Risk Management Department will fund the repairs and file an insurance claim against the driver at fault.
Governance	<p>David Lydiard:</p> <ul style="list-style-type: none"> • Three vacancies were filled. • For the new vacancy of Mr. Butterfield, would like to find a person with strong financial and/or facilities management background. • LBOT meetings are at different Branches and Main Library.
UNFINISHED BUSINESS	
<ul style="list-style-type: none"> • No unfinished business. 	

NEW BUSINESS

The LBOT needs to vote on a new appointment for the Chair and any committee vacancy.

Approve Vice Chair William Yates to be appointed as the Chairperson.

Motion: Christine Peterson, Second by David Lydiard – Approved Unanimously.

Approve David Lydiard to be appointed as Vice Chairperson.

Motion: Daisy Weaver, Second by Christine Peterson – Approved Unanimously.

NEW BUSINESS (CONTINUED)

As new Chair, Mr. Yates appointed the following LBOT members to the Board's Committees:

- Facilities Committee Chair: Janet Woody
- Finance Committee Chair: Daisy Weaver
- Finance Committee: Christine Peterson
- Governance Chair: David Lydiard
- Friends of Library Liaison: Barbara Burton
- Voting Member Liaison to the Foundation Board: Emily Altman

Chair Yates reported it was time for Mr. Firestine's Annual Performance Evaluation. He asked Ms. Weaver to meet with him 15 minutes prior to the Board Meeting on October 23 for a brief discussion. Mr. Firestine offered the Board Members a tour of the Main Library prior to the meeting.

There being no further business, the meeting was adjourned at 12:47 p.m. by unanimous consensus from the members that were present in the meeting.

The LBOT do not meet in the month of November.

The next meeting will be held on Wednesday, December 4, 2019, at 11:45 a.m. at the Ginter Park Branch Library, 1200 Westbrook Avenue, Richmond, Virginia 23227

Approved: _____



Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant