



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



**Library Board Meeting Minutes**  
**October 23, 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, Cheryl Clarke, Karin Hansen Gianna Pack, and Friends of the Library Chair Ruth DeBoer

**ABSENT:** Barbara Burton, Tanya Francis

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chairman William Yates at 11:45 a.m. at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

<b>Consent Agenda</b>	Approve the September 25, 2019 meeting minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: Daisy Weaver, Second by Christine Peterson – Approved Unanimously.</i>
<b>Public Comment Period</b>	None present.
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <u>Ruth DeBoer</u>	<ul style="list-style-type: none"> <li>• November 1-3: Book Sale.</li> <li>• 60th Anniversary Events:             <ul style="list-style-type: none"> <li>○ November 1: First Friday History of the Friends Exhibit at the Main Library.</li> <li>○ Special Collections Room – Large donated collection Exhibit.</li> <li>○ Each Branch will receive a piece of art work to be displayed in their Children’s area. These are framed prints from famous children’s book illustrators. This was a gift from the Martha Davenport donations made in her name. The Branches will receive their print after the November Art month.</li> </ul> </li> </ul>
<b>Library Foundation</b>  <u>Karin Hansen</u>	<ul style="list-style-type: none"> <li>• Discussed report of funds coming in to the Library from the Foundation. Ms. Hansen gave a detail breakout by programs, endowments, unrestricted funds, technology funds, and special collections funds.</li> <li>• October is the fall fundraising drive for the Annual Fund. Letters will go out in the mail early November. Mr. Yates encouraged other members if they know anyone that would be interested in donating, to let them know Ms. Hansen’s contact information.</li> <li>• Mr. Yates introduced Ms. Altman from the Library Board of Trustees to be the voting member on the Foundation Board.</li> </ul>

**REPORTS (CONTINUED)**

<p><b>Administration</b> <b><u>Scott Firestine</u></b></p>	<p><b>Highlights and Additions to Director’s Report:</b> During the Director’s Report, Mr. Firestine highlighted on the following:</p> <ul style="list-style-type: none"> <li>• RPL was invited to participate with Henrico and Chesterfield in publicizing an Alzheimer’s author visit November 13 for the Rich Heart Foundation.</li> <li>• Seven RPL Staff members will retire through the VRIP on October 31. Other Departments City-wide are also experiencing an impact of employees retiring.</li> <li>• Staff Development Training Day–October 14. HR did a presentation on a personality assessment, the on-site social worker did a program on de-escalating dealing with people who have mental issues in the library and updated staff on the services he offers, and staff attended the Jesmyn Ward Author Event, which had about 300+ people attend. This was the kickoff to other Read Up Program Author Events in the future.</li> <li>• Matt Desmond, Author of <i>Evicted</i>, visited the Library on October 17 and spoke as part of the VCU/RPL Common Book partnership. VCU’s role ended November 1. RPL will continue the program and discussion in January-February 2020 with exhibits at the Main Library and City-wide.</li> <li>• Trustee Manuals were delivered to each member on the Board. City Attorney Laura Drewry will provide FOIA information which will be passed out at the next meeting.</li> <li>• The Strategic Plan will be posted on the website for members to review and discuss at the December 4 meeting for consideration.</li> <li>• Macmillan Publishers recently changed its policy on eBook sales. Libraries may only purchase one eBook copy of a new released ebook. After 60 days, libraries may purchase any number of eBook copies of the new release. This practice unfairly throttles the library’s mission to distribute information fairly and freely. We will only be allowed one copy of a title for all of our users during the first 60 days of publication.</li> </ul> <p>After a detailed discussion among the members, Mr. Firestine stated he would send more information to the Members to review and discuss at the December meeting if action on a response is warranted.</p> <ul style="list-style-type: none"> <li>• RFP for the ILS – Still in negotiations. Vendor was selected June 2018.</li> </ul>
<p><b>BOARD COMMITTEE REPORTS</b></p>	
<p><b>Chair</b> <b><u>William Yates</u></b></p>	<p>No Report.</p>
<p><b>Finance</b> <b><u>Daisy Weaver</u></b> <b><u>Scott Firestine</u></b></p>	<p>No Report. First Quarter is on track.</p> <p>Mr. Firestine stated the Budget and CIP process is beginning. Mr. Yates recommended to discuss a strategy for Board Members assistance in advocating for the Library during the Budget cycle. The Board Members concurred to discuss at the December meeting.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Facilities</b> <u>Scott Firestine</u>	Proposals for the RFP Architect has been narrowed to four architect firms. Presentations will be conducted on October 30. Mr. Yates inquired if Facilities Committee Chair Ms. Woody could also attend as the representative from the Board. Mr. Firestine mentioned that the Director of Procurement said no outside party could attend during the presentations. Mr. Yates asked for a copy of the email documentation from the Director of Procurement to be forwarded to him.
<b>Governance</b> <u>David Lydiard</u>	<p>Mr. Lydiard reported Ms. Tanya Francis was out and has missed a numerous amount of Board meetings, which could cause a possible vacancy. He mentioned speaking with Ms. Francis over weeks ago with no successful follow up back from her. Ms. Weaver inquired if there was an action needed from the LBOT members. Mr. Lydiard shared that a letter would need to be sent to the City Council Members recommending them to remove Ms. Francis from the LBOT. Since this is the first time this has ever happened, Mr. Yates and Mr. Lydiard will need to compose a letter on behalf of the LBOT. Ms. Francis' first term will end on June 30, 2020.</p> <p>Mr. Lydiard reported there is one vacancy on the Board currently remaining. Mr. Yates encouraged members if they know anyone with facilities management experience and lives in the City limits and would like to be on the LBOT to give them Mr. Lydiard's information.</p>

**UNFINISHED BUSINESS**

- No unfinished business.

**NEW BUSINESS**

- Approve the 2020 LBOT Meeting Schedule.  
*Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.*

There being no further business, the meeting was adjourned at 12:52 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