



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



**Library Board Meeting Minutes
 December 4, 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 11:38 a.m. at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219. A quorum was present.

Consent Agenda	Approve the October 23, 2019 Meeting Minutes, Statistical Reports, and the Pending Gifts Report as submitted. <i>Motion: Christine Peterson, Second by Janet Woody – Approved Unanimously.</i>
Public Comment Period	None present.
REPORTS	
Friends of the Library (FOL) <u>Clay Dishon</u>	<ul style="list-style-type: none"> • Excellent book sale in early November and sales exceeded expectations. • FOL 60th Anniversary exhibit was during the month of November. The exhibit was well received. • There will be a Half Price Book Sale on Saturday, January 11, 2020 at the Main Library. • FOL is providing donated and deaccessioned reading material to correctional facilities.
Library Foundation <u>Karin Hansen</u>	<ul style="list-style-type: none"> • RPL Foundation produced an Impact Report to review and promote their development efforts and activities. • The Annual Fund campaign support letters were mailed in early November. Gifts are being received. • Giving Tuesday, a national fundraising campaign that occurs after Thanksgiving, was promoted on the Library’s website: www.rvalibrary.org. • The annual audit is complete. There were no concerns or critical findings. The Foundation Finance is currently reviewing. • The Foundation Board meets Wednesday, December 11 at 4:00 p.m. with a social starting at 5:00 p.m. All Library Board Members and staff are invited to attend.

REPORTS (CONTINUED)	
Administration <u>Scott Firestine</u>	<p>Highlights and Additions to Director's Report: During the Director's Report, Mr. Firestine highlighted on the following items:</p> <ul style="list-style-type: none"> • All of the vacant positions were advertised on December 1 through December 16. Interviewing and hiring is scheduled in early January 2020. • YAVA - Young Adult Virginia Author award – November 2, 2019, the award was given to Katy Upperman. She will return to do a young adult program at the Main Library and Boushall Middle School in mid-March 2020. • Integrated Library System (ILS): Contract approved and signed. RPL plans to begin migration and implementation in February 2020. • An architect was selected for the RFP Main Facilities Master Plan. The award is in Procurement Services Department to officially notify, then it is kept for 10 days for other vendors to ask questions. Once cleared from the process, the contract can be signed. • RVA Access TV Station: Developing policy and procedures for operations of the public access station. Working with the City to find funding for equipment upgrades. RPL is working with the dedicated volunteers for guidance in how to proceed. There is a public access channel with Verizon and Comcast.
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	<p>The Library Director's Annual Review was completed.</p>
Finance Daisy Weaver Christine Peterson <u>Scott Firestine</u>	<p>Ms. Peterson gave an overview of the Budget. She stated the City was going to change to a performance-based budget instead of a zero-based budget as in the past. FY2020 Budget is \$6.3 million. Projecting an increase for FY2021 to \$6.7. Requesting more funds for books and materials, as well as funding for unfunded vacant positions.</p> <p>Mr. Lydiard asked if there could be an indicator, next to the Encumbered and questioned accounts on the Operations Budget.</p>
Facilities <u>Scott Firestine</u>	<p>Capital Improvement Projects (CIP) is a separate budget from the Operations and Personnel Budget. Mr. Firestine gave a brief history on the two projects that have been requested for several years.</p> <ul style="list-style-type: none"> • 500231 Library Projects (Maintenance)—Addresses the HVAC Replacement in the Special Collections area, Roofs of Branch Libraries, and a construction project at Main improving the first floor Children's restrooms by converting them into public restrooms. This will also address any security concerns. Going forward in 2021-2025, the focus will be on security and surveillance, as well as furnishings at all Library locations. • 273500 – Funding that will pay for the Master Plan.

BOARD COMMITTEE REPORTS (CONTINUED)

Governance

David Lydiard

Mr. Lydiard mentioned that Ms. Francis has not been to a meeting since March 27, 2019. He has discussed with her about sending in a letter of resignation, but has not received any correspondence to date. The Chair sent City Council a letter requesting Ms. Francis be removed from the LBOT due to not complying with its By-Laws.

The search for a member with facilities experience to fill the vacant seat on the LBOT is ongoing. Mr. Lydiard mentioned he received some interested responses, but they are from individuals that do not live within the City limits. Ms. Peterson said she did know someone who was interested and will send Mr. Lydiard the contact information.

UNFINISHED BUSINESS

- E-Book Action on Macmillan Publishers – After discussion, the LBOT members were in agreement to boycott on e-books that have restrictions from Macmillan Publishers. Ms. Peterson moved that the Richmond Public Library Board of Trustees propose to boycott Macmillan Publishers’ digital encumbered offerings for the foreseeable future and direct the Library Director to draft a statement to Macmillan and a statement to our patrons.
Motion: Christine Peterson, Second by David Lydiard – Approved Unanimously.
- Strategic Plan – Mr. Yates recommended to table further discussions and vote of approval to the January 22, 2020 meeting. The LBOT members were in agreement.
- Office Closings – Approve the amended RPL Holiday Schedule to include Monday, December 23 for the additional holiday the Mayor gave to all employees for CY2019 only.
Motion: Emily Altman, Second by Janet Woody – Approved Unanimously.

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 1:08 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, January 22, 2020, at 11:45 a.m. at the Main Library, 101 East Franklin Street, Richmond, Virginia.

Approved:


Mr. David Lydiard, Vice Chair

Recorder: Gianna Pack
Executive Assistant