



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



**Library Board Meeting Minutes  
 January 22, 2020**

**PRESENT:** Vice Chair David Lydiard, Emily Altman, Barbara Burton, Daisy Weaver, Janet Woody

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

**ABSENT:** Chair William Yates, Christine Peterson, 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 Vice Chairman David Lydiard at 11:52 a.m. without a quorum at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219. A quorum was established at 11:55 a.m.

<b>Consent Agenda</b>	Approve the December 4, 2019 Meeting Minutes and Statistical Reports as submitted, and the revised Pending Gifts Report that was handed out in the meeting. <i>Motion: Daisy Weaver, Second by Emily Altman – Approved Unanimously.</i>
<b>Public Comment Period</b>	None present.
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <u>Clay Dishon</u>	<ul style="list-style-type: none"> <li>• The children’s book illustration artwork should be hung up in the branches by early February. These are the prints that were bought during the Friends of the Library 60th Anniversary celebration. There will be a presentation once they get hung.</li> <li>• We were glad to be able to provide funds for the RPL library employees to spend a social evening together bowling at River City Roll on January 24 in the evening. Everyone had a good time and morale was boosted.</li> <li>• The Half-Price Sale went well. We continue to try to find ways to shift the older stock out.</li> <li>• We are pursuing a great suggestion from RPL that the Friends solicit sponsors for our book sales to bring in a little more money and increase publicity. They are looking into getting bags for people to carry their books. Mr. Lydiard inquired how much money was raised in the last book sale. Mr. Dishon will report the amount at the next meeting.</li> </ul>
<b>Library Foundation</b>  <u>Karin Hansen</u>	<ul style="list-style-type: none"> <li>• Wrapping up the Annual Fund campaign/drive. Received gifts. This was the first year that the Foundation did more electronic communications in addition to the regular paper mailing. Gifts were up 20%. The Foundation will be expanding its electronic mailing list and other social media.</li> <li>• Since the audit came back clear of any findings, focus will return to pursuing grants and finding sponsorships on events that will be hosted this year.</li> <li>• The Foundation partnered with the Friends of the Library to fund the RPL staff bowling night.</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 items:</p> <ul style="list-style-type: none"> <li>• <b>Hiring:</b> Interviews and recruitment are ongoing.</li> <li>• <b>RFP Integrated Library System (ILS):</b> A test server based on the current ILS was built January 26. RPL testing of communications and installed applications will begin and should take about 30 days to complete. The target to completion is 60-90 days to be on the SAAS production server.</li> <li>• <b>RFP for the Master Plan:</b> The RFP was awarded to Enteros Design.</li> <li>• <b>First Floor Restroom Renovations:</b> Ms. Clarke reported the contractors are about 35% complete. Paint colors were selected. Wall and electrical is complete for both restrooms. New plumbing throughout except for the lactation restroom, which used existing plumbing. Contractors are on schedule with a target date for completion by the end of April.</li> <li>• <b>Macmillan Boycott:</b> Following the Macmillan Boycott, the LBOT asked Mr. Firestine to draft a statement to Macmillan and to RPL patrons at the December 4, 2019, meeting. Mr. Firestine presented the documents as well as the Question and Answer sheet for a better understanding. All documents will be posted to the <i>rvalibrary.org</i> website.</li> <li>• <b>Special Funds/Law Library:</b> The City Auditors’ Office is in the process of conducting a City-wide audit of all Special Funds.</li> <li>• <b>Eviction Exhibit:</b> HOME has constructed and installed an exhibit that details the eviction problem in Richmond. It will be on display in the Main Library until March 30, 2020.</li> <li>• <b>Floating Collections:</b> In the process of floating the large print and audio book collections.</li> <li>• <b>Access RVA Comcast Channel:</b> Ms. Weaver asked if the reallocated position to oversee the operations of the program was planned. Mr. Firestine responded that it was not initially planned, but we have determined that we must have more oversight of the TV station. There was an opportunity to shift a VRIP employee position from the Technical Services area to meet this public service need.</li> </ul>
---	--

**BOARD COMMITTEE REPORTS**

<p><b>Chair</b>  <b><u>William Yates</u></b></p>	<p>No Report.</p>
<p><b>Finance</b>  <b>Daisy Weaver</b> <b>Christine Peterson</b> <b><u>Scott Firestine</u></b></p>	<p>Ms. Weaver reported the current budget was on target. On the Special Fund Revenue, 51% has been recognize, which is good. The City Auditors are conducting a City-wide Audit of the Special Funds.</p> <p>Mr. Firestine has submitted his proposed budget to the City for consideration with approximately a \$2M increase, which will fully fund all positions including vacant positions. Ms. Weaver also mentioned from the Operational side of the request there were increases for materials/books, technology access, and records management.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Facilities</b> <u>Scott Firestine</u>	Mr. Firestine introduced Owner Gil Entzminger of Enteros Design, who won the competitive RFP for the Main Library Master Plan. Mr. Entzminger gave a brief overview of the architecture firm, other library project experience, and its direction of gaining stakeholders' input. The park will also be a part of the plans. Once the planning process is over, RPL will have a more defined picture of the Main Building project and Foundation support needed.
<b>Governance</b> <u>David Lydiard</u>	Mr. Lydiard reported currently there are no applicants as of date for the vacancies on the Board. Still actively looking for someone with facilities management experience.  Mr. Lydiard also mentioned Tanya Francis has not attended a meeting since April 2019. He stated the By-laws of missing four consecutive meetings, a person can be removed from the Board. However, no one has ever exercised that request. The City Clerk's office has not responded back on whether or not Ms. Francis will be removed. Mr. Lydiard will update at the next meeting.

**UNFINISHED BUSINESS**

- Strategic Plan – Ms. Woody asked if she could have more time to review the Strategic Plan updates to have a better understanding before voting. Mr. Lydiard recommended to table further discussions and vote of approval at the February 26, 2020 meeting. The LBOT members present were in agreement.
- Mr. Lydiard inquired about the Verizon Tower Project on the top of the Main Library Roof. Mr. Firestine reported he had not heard anything from the last update, but will reach out to Verizon on the progress.
- Ms. Woody inquired about the loan periods and fines. Mr. Firestine reported he was in the process on receiving feedback from staff on going fine free. RPL went fine free for patrons under the age of 18 since April 2019 and it has been working. Patrons are still responsible for the lost materials. If the materials are not returned within 45 days, the patron is then billed for the materials. Mr. Firestine would like to come back to the Board in February or March to consider expanding fine free to all patrons and eliminate fines altogether.
- Mr. Lydiard asked if there was a report of charging off lost books. He would like to know what the number is to date. Mr. Firestine stated that was a Unique Management Report and he would bring the report to the February meeting.

**NEW BUSINESS**

Approve the 2020 RPL Holiday Schedule.

*Motion: Daisy Weaver, Second by Janet Woody – Approved Unanimously.*

There being no further business, the meeting was adjourned at 12:53 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, February 26, 2020, at 11:45 a.m. at the Broad Rock Branch Library located at 4820 Old Warwick Road, Richmond, Virginia.

Approved: \_\_\_\_\_

  
Mr. William Yates, Chair

Recorder: Gianna Pack  
Executive Assistant