



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



**Library Board Meeting Minutes
 February 26, 2020**

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

STAFF: Scott Firestine, City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Gianna Pack, Friends of the Library Chair Ruth DeBoer

ABSENT: Tanya Francis, Clay Dishon

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:53 a.m. at the Broad Rock Branch Library located at 4820 Old Warwick Road, Richmond, Virginia 23224. A quorum was established.

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| Agenda | Approve the February 26, 2020 Agenda as submitted with the following changes: <ul style="list-style-type: none"> • Adding discussion on Fine Free to New Business brought forward by Chair William Yates. <p><i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p> |
| Consent Agenda | Approve the January 22, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. <p><i>Motion: David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p> |
| Public Comment Period | None present. |
| REPORTS | |
| Friends of the Library (FOL) <u>Ruth DeBoer</u> | Ms. DeBoer reported they were in the process of putting their budget together and gathering staff requests for the budget. She also reported the next big book sale will be April 3-5. Ms. DeBoer added they were looking into the possibility of having sponsors of future sales. Sponsors would pay to have their logo put on bags, bookmarks, etc. The money they give will then become a gift to the Friends while at the same time, the sponsor will get advertisement. Ms. DeBoer is also in the process of working with the Church Hill Irish Festival for free space for the Friends of the Library to participate and promote its organization. Mr. Lydiard suggested that would also be a good opportunity for the RPL mascot to be there. Ms. Pack will send Ms. DeBoer the mascot request application to reserve Ripple to participate. |
| Library Foundation <u>Karin Hansen</u> | No Report. |

REPORTS (CONTINUED)

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| <p>Administration <u>Scott Firestine</u></p> | <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"> • RFP for the Master Plan: The Master Plan had to be canceled due to the way the RFP was processed incorrectly in Procurement. Mr. Firestine requested Procurement to correct the RFP from a non-professional to a professional contract. This change will narrow the RFP down to the architectural firms experienced with Libraries. Procurement agreed with the request. The RFP should be back out for bid by the end of March. • RFP Integrated Library System (ILS): The test database did get built and testing has begun. We need to test more before the full conversion. We should be moving from the test server to the production server by the end of March. Once under the production server, RPL will no longer be on the City servers located downtown. Target date to go live and on the new server is expected the end of May. The Manager of the Library IT starts on March 2. She will play a big role with this process. • Legislation: The legislation in the General Assembly to raise Law Library fees may have died. They were trying to double the fees. • Special Funds/Law Library: Mr. Yates inquired a status of the reconciliation of the funds with the auditors. There is a meeting scheduled for the late afternoon of February 26. Mr. Firestine will update the LBOT at the March meeting. • Hiring: We hired 11 people and 5 people were internal candidates moving up to a hire position or moving from part-time to a full-time position, which means we need to hire an additional 15 positions to fill and back fill those who moved up. Mr. Firestine also moved part-time employees to full time. So far 10 people retired to date. |
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BOARD COMMITTEE REPORTS

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| <p>Chair <u>William Yates</u></p> | <p>No Report.</p> |
| <p>Finance <u>Daisy Weaver</u></p> | <p>No Report.</p> |
| <p>Facilities <u>Cheryl Clarke</u></p> | <ul style="list-style-type: none"> • Verizon Tower Update: Carrick Contracting Corporation is a subcontract of Verizon doing the work. They have three sleds (towers) and antennas on the Main Library roof, but not mounted as of date. The conduits are installed. The contractor is in the process of waiting on permits from the City. Once permits are approved, then there will be coordination of road closure, crane work, etc. Depending on when permits are received will determine completion of the project. Currently we do not know if towers will be visible or not until they are actually installed. • First Floor Restroom Renovations: Ms. Clarke reported the contractors are about 43% complete. Drywall and cement boards are up, prepping the floors, and framework of the entrance should be complete by mid-March. Still on track with completion in May. |

BOARD COMMITTEE REPORTS (CONTINUED)

Governance

David Lydiard

Mr. Lydiard reported there were three people interested and had applied to be a member on the Board. The Board members reviewed and discussed potential applicants' experiences.

Approve recommendation of Brent Graves to City Council to complete the term of Kevin Butterfield or start a new term.

Motion: Janet Woody, Second by Barbara Burton – Approved Unanimously.

UNFINISHED BUSINESS

Approve the Strategic Plan Updates.

Motion: Christine Peterson, Second by Emily Altman – Approved Unanimously.

NEW BUSINESS

Approve and Instruct Mr. Firestine to Proceed with Richmond Public Library to Eliminate Fees and go Fine Free.

Motion: Janet Woody, Second by Emily Altman – 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, March 25, 2020, at 11:45 a.m. at the North Avenue Branch Library located at 2901 North Avenue, Richmond, Virginia 23222.

Approved: 
Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant