



Richmond Public Library Board

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Library Board Meeting Minutes February 24, 2016

PRESENT: Peter Blake, Gail Zwirner, Larry Olanrewaju, Kirsta Millar, Daisy Weaver, Danita Green, David Lydiard, David Ballard, Kevin Butterfield, Laura Drewry; City Attorney
LIBRARY STAFF: Clay Dishon, Felicia Smith, Cheryl Clarke, Karin Hansen
ABSENT: Charlie Schmidt; Friends

Called to order by Kirsta Millar, Chair at 12:05 p.m. at the Main Library.
Minutes from the January 27th meeting along with the current agenda and pending donation list were unanimously approved.

Public Comment Period	None were present
REPORTS	
Friends of the Library	Mr. Dishon reported: no report.
Library Foundation	Ms. Hansen: the Foundation is moving forward with the Mary Morton Parsons grant. Dena Reynolds, consultant, presented the communications plan to the Board. A few key points were: <ul style="list-style-type: none"> - Of the 80 FTEs, 67% felt that better communication will help them do their job better. - Programming throughout the 9 locations should be unified. - The library needs to identify a new brand for itself. - A “storytelling” campaign should be launched. In the process of working on out a plan to have Ms. Reynolds remain on board to work on implementation of the plan. Board members have received an electronic copy of the full plan, which will be added to the Strategic Plan as an appendix.
Administration	Mr. Dishon reported: Two resignations were received last month (Library/Community Services manager – Broad Rock and Library Associate I – Children’s – Belmont). Ms. Buck, branch manager at Westover Hills will cover Broad Rock until a provisional employee can be hired. BMER Author night was a huge success. Fourteen African-American authors gave individual readings.
BOARD COMMITTEE REPORTS	
Chairman	Ms. Millar: welcomed our two new Board members Mr. Ballard and Mr. Butterfield.
Finance	Mr. Olanrewaju reported: no report.
Library Director Search	Mr. Blake reported: the committee will hold a closed meeting this afternoon to discuss the candidates selected for an interview.
Facilities	Ms. Zwirner reported: the recent snow storm caused significant damage to the Main Library steps and they are blocked off. Correcting this issue needs to be priority. The exterior assessment completed at Main revealed 155 safety issues. As part of the CIP, \$1.995 million has been allocated to address the safety issues. The facilities committee is requesting funds from the Foundation to update the Facilities Master Plan to include the Main Library. Cost to update the plan will be researched. Phase I included renovations and Phase II covers expansions. West End will be expanded 1100 sq ft; this renovation is scheduled to start in June 2016.
Governance	Mr. Lydiard reported: Kirsta Millar will serve as Chair for the next 4 months; the Board needs to elect a vice-chair. Ms. Zwirner and Ms. Green have volunteered to serve. The Board voted and Ms. Green will serve as vice-chair for the next 4 months.

	Ms. Millar and Mr. Blake's terms will end on June 30 th . The committee is working with Boards & Commissions to see if they can have some oversight of nominations.
Strategic Planning/ Neighborhood Assessment & Planning	Ms. Millar reported: final version will be presented at the next meeting.

*There being no further business the meeting was adjourned at 1:17 p.m.
The next meeting will be held on Wednesday, March 23, 2016 at 12:00 p.m. at the Westover Hills Library.*

Recorder: Felicia M. Smith

Approved: _____
Ms. Kirsta Millar, Chair