



Richmond Public Library Board

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



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

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, 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 Chair William Yates at 11:50 a.m. This meeting was held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public participated by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

Agenda	Approve the April 22, 2020 Agenda as submitted by roll call vote: Chair William Yates – AYE Vice Chair David Lydiard – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Consent Agenda	Approve the February 26, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. Chair William Yates – AYE Vice Chair David Lydiard – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Public Comment Period	None present.
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	Ms. DeBoer reported the Friends financial year ended March 31, 2020. New financial year starts April 1, 2020 with an approved budget and also decided to balance out the income to outlay, which means for this past year there was an additional \$2,700 to give to the Library. For Year 19/20 the Friends gave just over \$24,000 for programing, other gifts already made, and graphics and copier expenses, makes an outlay of approximately \$35,000 to the Library. She also reported in the new budget year, there is a savings that would cover a year of expenses. She also reported due to the COVID19 closure of the City, the book sale scheduled for the first weekend in April was postponed until further notice. The book sale is the big money maker for the Friends to be able to give more to the Library.

REPORTS (CONTINUED)	
<p>Library Foundation</p> <p><u>Karin Hansen</u></p>	<p>Ms. Hanson reported everything is still running smoothly. She is working from home as much as possible. She also reported donations were slowing down and grant seeking has come to a halt due to the COVID19 pandemic.</p> <p>The Foundation was able to accommodate a request from the West End Library Branch. This effort is to pass out new children's books at the Richmond Public Schools food distribution sites. She also reported giving assistance to on-line programming requests.</p>
<p>Administration</p> <p><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"> • During the COVID19 City closure, we are providing content through the website, staff are staying and working from home pushing out the content. Also training at home that we cannot do normally when libraries are open. Training consisting of customer service, various library topics, and Sirsi training. • Daily videoconferencing call with leadership team to review where we are in training, website content, and working on a return to work process. Using the Slack platform because some staff do not have email access through the City's server. • Over 800 new electronic users. RPS is also reaching out RPL for electronic resources. • In the process of moving Sirsi into the cloud. • Budget. Decrease in revenue. • In the process of researching how to deliver books to patrons. There are concerns on how the books will return. Also researching curb-side service.
BOARD COMMITTEE REPORTS	
<p>Chair</p> <p><u>William Yates</u></p>	<p>No Report. Mr. Yates acknowledge and thanked Mr. Firestine and staff for their service and accomplishments during these hard times.</p>
<p>Finance</p> <p><u>Scott Firestine</u> <u>Daisy Weaver</u></p>	<p>No Report from the Finance Committee. Mr. Firestine facilitated a budget discussion with Board members.</p> <p>On March 6, the Mayor released his budget. Mr. Firestine reported on the Budget going over the Agency Fiscal Summary. On March 6 the report showed a 3.5% cut. Operations stayed the same. Did not receive any new librarian positions and vacancies requests.</p> <p>Mr. Firestine also reported changes after COVID19 happened. FY21 Proposed Budget was \$6,076,667 and the FY21 Updated Budget with Amendments was \$5,743,900, which is about an 8.9% cut to our overall budget. This total arrived from the following: Elimination of the 2% salary increase for all employees, vacancy funding reduction, reductions to contractual temps, fuel reduction, and about a 10% cut to books and reference materials.</p> <p>He also reported on the impact if vacancies are not filled. There would be a reduction of public service hours such as elimination of Sunday hours, reduction of evening service hours at all locations. Mr. Firestine encouraged Board Members to reach out to their Council member the impacts of what the Library will undergo from budget and vacancy cuts. Library Board Members devised a list of points to consider and to be consistent when reaching out to Council members. Mr. Yates will send out the points discussed and who will reach out to which Council member.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

Facilities <u>Cheryl Clarke</u>	Ms. Clarke reported on the first floor restroom renovations are close to completion at Main. The contractors are working on the final punch list. Furniture has arrived for the lactation room. Everything is on schedule for final completion. She also reported DPW/DPU are using this time to replace light bulbs, fix minor issues, etc. within the Main Library and Library Branches. Mr. Firestine reported on the RFP for the Master Plan is still in Procurement and Legal. Ms. Drewry said she would research the status.
Governance <u>David Lydiard</u>	Mr. Lydiard reported due to the COIVD19 Closure of the City, everything is on hold for selection of new Board members. He also mentioned that existing members would be able to continue to stay on the Board until the Council has an opportunity to make a selection.

UNFINISHED BUSINESS

No Unfinished Business was discussed.

NEW BUSINESS

No New Business was discussed.

There being no further business, the meeting was adjourned at 1:02 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, May 27, 2020 by Electronic Meeting.

Approved: 
Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant