



# Richmond Public Library Board

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



## Library Board Meeting Minutes June 23, 2020

- PRESENT:** Chair William Yates, Vice Chair David Lydiard, Emily Altman, Barbara Burton, Christine Peterson, Daisy Weaver, Janet Woody
- STAFF:** Scott Firestine, Clay Dishon City Attorney Laura Drewry, Cheryl Clarke, Gianna Pack, Friends of the Library Chair Ruth DeBoer
- ABSENT:** Tanya Francis, Karin Hansen

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:46 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.

<b>Agenda</b>	Approve the June 23, 2020 Agenda as submitted by roll call vote: Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE  <i>AYES: <u>7</u>    NOES: <u>0</u>    ABSTAIN: <u>0</u>    Approved Unanimously.</i>
<b>Consent Agenda</b>	Approve the May 27 and June 17, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE  <i>AYES: <u>7</u>    NOES: <u>0</u>    ABSTAIN: <u>0</u>    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 Friends are in the process of sending their summer digital newsletter to all Friend members.</li> <li>In the process of mailing out membership renewal letters soon. The spring renewal letters were put on hold to see how things developed when the Spring Book Sale was canceled and RPL closed for COVID19. The renewal letters will be used for some additional fundraising.</li> </ul>

**REPORTS (CONTINUED)**

<p><b>Friends of the Library (FOL) (Continued)</b>  <u>Clay Dishon</u></p>	<ul style="list-style-type: none"> <li>• A couple of Friend volunteers were able to go into the Main building and continue work in Special Collections and to keep the sale area tidy.</li> <li>• Not taking in any new book sale donations for the time being - having a bit of “fear of missing out” with all the clearing out people have been doing with their free time.</li> <li>• In the process of formulating a strategy to take in donations in the future that will not burden RPL staff. Perhaps on a strict schedule basis with volunteers or by appointment only.</li> </ul>
<p><b>Library Foundation</b>  <u>Karin Hansen</u>  <u>Scott Firestine</u></p>	<p>No Report.</p> <p>Mr. Firestine reported the Foundation had its Annual meeting on June 10 via Zoom. The meeting mainly reviewed where the Foundation stood at the end of the year. There was a discussion on fund raising and development for the rest of the year with COVID impacts. There was no new action taken at the meeting.</p> <p>The members offered to purchase personal protective equipment (PPE), specifically masks for the public if the City would not pay it. Currently, the City is able to fund that need. Mr. Yates inquired the cost of PPE for the public. The order for 5,000 paper masks costed about \$1,300. Each Branch will have about 500 paper masks when RPL opens on July 6 in Phase 3.</p>
<p><b>Administration</b>  <u>Scott Firestine</u></p>	<p><b>Highlights and Additions to Director’s Report:</b> During the Director’s Report, Mr. Firestine highlighted on the following items:</p> <p>Mr. Firestine reviewed a proposal of how the Library will operate in Phase 3. During the presentation, Mr. Firestine addressed questions and concerns from Board Members, such as:</p> <ul style="list-style-type: none"> <li>• Mr. Yates inquired what exactly is opening to the public at 50% capacity. He had a concern about turning people away when the capacity was reached. Mr. Firestine responded, that the capacity did not have restrictions, but it would determine if people could socially distance themselves. Most Branches can accommodate without turning any one away. Branch managers and staff are asked to monitor the inside areas to make sure people are social distancing in the spaces.</li> <li>• Mr. Yates’ second concern was on the 50% capacity on the computer usage. He inquired if there was a need, could the computers be spaced out more to use more computers. Mr. Firestine responded there are challenges such as not having a data drop line and power available in other locations. He also reported if there is a need for more computers, there are laptops and chrome books available for patrons to request. Computer usage is limited to 60 minute sessions. Time can be extended in 15-minute increments, not to exceed a total of 90 minutes per day.</li> <li>• Mr. Lydiard inquired what the fire code capacity of each Branch was. Mr. Firestine responded under Phase 3, RPL does not have to restrict by capacity. It is by maintaining social distancing. Mr. Lydiard also suggested if there could be some type of signage that can be displayed outside of each location to indicate “Free WiFi Zone per Richmond Public Library” since most patrons rely on the need for WiFi. Mr. Firestine responded he would look into the signage.</li> <li>• Mr. Firestine reported staff will distribute masks to patrons in need since it is a requirement to wear a mask in the building along with social distancing. Staff will not be required to do contact tracing or take temperatures of patrons entering the building.</li> </ul>

**REPORTS (CONTINUED)**

<p><b>Administration</b></p> <p><b><u>Scott Firestine</u></b> <b>Administration</b> <b>(Continued)</b></p>	<ul style="list-style-type: none"><li>• Mr. Firestine also reported the flyer “Patron Notification Phase 3” with all of the changes and requirements will be posted at all location, as well as recommended times and days of operations. Mr. Yates suggested to change a sentence to read as “No one is permitted in the library with fever <u>or</u> symptoms of COVID-19. If you are not feeling well, do not enter the building.”</li><li>• Mr. Lydiard inquired if all of the locations had hand dryers or paper towel dispensers. Ms. Clarke responded the new updated locations have the hand dryers and the others still have the paper towel dispensers. Mr. Dishon also mentioned there have been studies regarding air dryers not being the best option during the COVID19 outbreak. Mr. Firestine mentioned ALA was discussing how long the virus survives on surfaces such as books. It was reported the virus does not last long on surfaces, the three days RPL to quarantine materials is more than enough time.</li><li>• Ms. Burton inquired if there was a schedule of cleaning high contact surfaces by the staff. Mr. Firestine responded staff will be following a schedule by the Virginia Department of Health and Center for Disease Control and Prevention guidelines suggesting about every 2 hours. Staff will be responsible for their designated areas</li><li>• Mr. Firestine report he did not mention anything about notarizing documents, but due to the close proximity of individuals and exchanges of documents, it was suggested to suspend service during Phase 3. Mr. Yates was concerned about the impact it would be for people who need notarized documents. He recommended finding other organizations staff can direct people to go to get documents notarized during the suspension.</li><li>• Meeting rooms are being used to quarantine materials, so the rooms will be closed to the public.</li><li>• The Board concurred on opening all locations on July 6. Mr. Firestine will notify members if anything changes on the opening date.</li></ul> <p>After the discussion, Members present at the meeting concurred with the proposed informational flyer. The Board Members also concurred to the proposed days and times of operation for a two month trial period and then will readdress at a later date.</p>
--	--

**BOARD COMMITTEE REPORTS**

<p><b>Chair</b></p> <p><b><u>William Yates</u></b></p>	<p>No Report.</p>
<p><b>Finance</b></p> <p><b><u>Scott Firestine</u></b></p>	<p>The Finance Committee members did not meet in June.</p> <p>Mr. Firestine reported on Special Funds. Council was going to have an Ordinance to move funds to cover the deficit in Library Special Funds. The Resolution was approved on June 4. Those funds will be removed from Personnel Fund to the General Ledger. This move will also cover the Temporary Labor for this year as well.</p> <p>Mr. Firestine did a presentation on what the Library received this Fiscal Year and what the City has proposed to give the next Fiscal Year, and then the Board can discuss how they want to handle it. He reported Personnel was reduced. To absorb the impact, his recommendation is to revert operating hours back to FY17/18-Elliminate Sundays and cut hours during the week. Materials/Book went down 10%. To absorb this impact ordering would be cut to buying fewer titles and fewer copies.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Finance (Continued)</b> <u>Scott Firestine</u>	<p>Mr. Lydiard suggested opening up an hour later to close an hour later. Mr. Firestine talked with the staff to see when there was most of the down time. Most of them replied between the hours 7-8:00 p.m. Mr. Yates inquired what about the hours from 5-6:00 p.m. and 6-7:00 p.m? He also inquired having a uniformed closing time. Ms. Peterson inquired if there was any data that shows how many people come into the building. Mr. Firestine responded he would look into the circulation reports. Ms. Altman responded this year is an outlier because of the people still working from home to stay with a consistent start time.</p> <p>Mr. Lydiard suggested Mr. Firestine check out the trends in check out times. Mr. Yates commented check out times is not going to tell the whole story, too many variables to consider. After the discussion, the Board members concurred to have Mr. Firestine present data after two months of research. Mr. Yates also suggested Mr. Firestine to provide any feedback from visitors should there be any.</p>
<b>Facilities</b> <u>Scott Firestine</u> <u>Janet Woody</u>	<p><b>RFP Master Plan:</b> A draft and the final RFP as produced by Procurement and Legal and was posted on June 23. There is an optional Pre-bid meeting on July 7. August 4 is when the architects will be responsible for presenting proposals. Mr. Firestine will send the link to the Board Members. Ms. Woody was concerned about the deficiencies in the earlier versions of the RFP. Mr. Firestine reported those deficiencies were addressed in the new version.</p> <p>On behalf of the Board Members, Mr. Yates thanked Ms. Drewry for assisting in getting the RFP moved along.</p> <p>Mr. Firestine also reported maintenance issues and repairs were conducted during the closure. Buildings should be in better shape for the reopening.</p>
<b>Governance</b> <u>David Lydiard</u>	<p>Mr. Lydiard reported from the attendance of the Special Meeting held on June 17, he forwarded the LBOT recommendations to the City Clerk's Office to move forward to the Governmental Operations Standing Committee on June 25 for consideration. Council will vote on the recommendations at the July 27 meeting. Mr. Lydiard announced that both he and Ms. Weaver will remain on the LBOT until appointments have been made.</p>

**UNFINISHED BUSINESS**

Mr. Firestine reported on tabletop chargers Mr. Lydiard inquired having at each branch. These chargers were purchased and have an Android and Mac rapid charger platform for individuals to check out and keep with them to charge cell phones an iPads. Each charger has 12 batteries. The cost is about \$300 per unit. The docking station will recharge the batteries. No cords or USB is needed.

Mr. Lydiard suggest a table top charger that looks like a "hockey puck" where it can be plugged into a socket, sit in the middle of a table, and several people can use their cords to plug into it.

**NEW BUSINESS**

No New Business was discussed.

There being no further business, the meeting was adjourned at 12:59 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, July 22, 2020 by Electronic Meeting and/or the Main Library.

Approved: William E. Yates  
Mr. William Yates, Chair

Recorder: Gianna Pack  
Executive Assistant