



Richmond Public Library Board

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Library Board Meeting Minutes July 22, 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, Karin Hansen, Gianna Pack, Friends of the Library Chair Ruth DeBoer

ABSENT: Tanya Francis

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:45 a.m. This meeting was held as an electronic and in-person 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	<p>Approve the July 22 , 2020 Agenda as submitted by roll call vote:</p> <p>Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE</p> <p>Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE</p> <p><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Consent Agenda	<p>Approve the June 24, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted.</p> <p>Chair William Yates – AYE Vice Chair David Lydiard – AYE Barbara Burton – AYE Emily Altman – AYE</p> <p>Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE</p> <p><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
Public Comment Period	None present.

REPORTS

<p>Friends of the Library (FOL)</p> <p><u>Ruth DeBoer</u></p>	<p>No Report.</p> <p>Ms. DeBoer mentioned there was a Friends of the Library meeting scheduled via ZOOM on August 5 at 5:30 p.m.</p>
<p>Library Foundation</p> <p><u>Karin Hansen</u></p> <p><u>Scott Firestine</u></p>	<p>Ms. Hansen reported at the June Foundation Board Meeting one new member was voted in, Ms. Hollee Freeman, Executive Director of the Math/Science Innovation Center. She also reported current board member John Ulmschneider was voted into the position of Vice President.</p> <p>The Foundation Finance Committee has been evaluating the financial systems, policies, and procedures. A new Investment and Spending Policy was established and a new endowed account called the Centennial Fund was created. The Centennial Fund will provide an annual gift to the Library for the purchase of books and materials. There will be a fundraiser for the Centennial Fund, during the Library’s 100th Anniversary celebration.</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"> • The Libraries reopened on July 6. On July 17 a staff member at the North Avenue Branch was exposed to a confirmed case of COVID19. Through the process, the North Avenue Branch was closed for staff to get tested and to go into quarantine. During the Branch closure, there was a thorough cleaning of the building. • On July 21 RPL experienced another confirmed contact case of COVID19 causing to close the Hull Street Branch Library. A part-time employee was contact traced and was required to be tested as well as the employees at RPL. Same protocol was followed as well as the building was cleaned while closed. Both Branches are closed for 2 weeks. Mr. Firestine also reported the website was updated and signs posted on the doors of the closed Branches. • Mr. Firestine shared a circulation report. <p>The LBOT members had an in depth discussion of whether or not to go back to curbside and close all Branches and the Main Library to the public. Mr. Firestine brought forth the options for discussion:</p> <ol style="list-style-type: none"> 1. Stay open and continue to face the challenges of having these exposures that may have to close Branches. Biggest challenge is lack of staff. 2. Close down completely 3. Curbside at all the Branches and Main remain open 4. Making some Branches curbside service and some Branches to be open to the public <p>The LBOT members asked Mr. Firestine to bring data to the next meeting to assist with making further decisions. Also, they would like feedback from patrons and from staff.</p>

REPORTS (CONTINUED)	
Administration (Continued) <u>Scott Firestine</u>	<p>After the discussion, there was a motion to return to curbside service.</p> <p>Approve all Richmond Public Library locations return to curbside service and to discuss further action at the next meeting.</p> <p style="text-align: center;">Chair William Yates – AYE Christine Peterson – AYE Vice Chair David Lydiard – AYE Daisy Weaver – AYE Barbara Burton – AYE Janet Woody – AYE Emily Altman – AYE</p> <p style="text-align: center;"><i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p>
BOARD COMMITTEE REPORTS	
Chair <u>William Yates</u>	No Report.
Finance <u>Scott Firestine</u>	No Report.
Facilities <u>Scott Firestine</u> <u>Janet Woody</u>	No Report.
Governance <u>David Lydiard</u>	<p>Mr. Lidiard reported City Council will meet on July 27 to vote on four new members and two reappointments.</p> <p>Mr. Yates asked Ms. Weaver and Mr. Lydiard to stay on the Board until new members are sworn in. They both agreed.</p>
UNFINISHED BUSINESS	
Discussion: Review the guidance from the Virginia Department of Health, the Governor, and collected data to determine how long RPL will remain in curbside and closed to the public status.	
NEW BUSINESS	
No New Business was discussed.	

Mr. Yates thanked Ms. Weaver and Mr. Lydiard for their hard work and dedication during their tenure as Board Members.

There being no further business, the meeting was adjourned at 1:00 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, August 26, 2020, by Electronic Meeting.

Approved: _____

Mr. William Yates, Chair

Recorder: Gianna Pack, Executive Assistant