



Richmond Public Library Board

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Library Board Meeting Minutes August 26, 2020

PRESENT: Chair William Yates, Emily Altman, Barbara Burton, Sheron Carter-Gunter, Brent Graves, Christine Peterson, Garrett Sawyer, Janet Woody, Gail Zwirner

STAFF: Scott Firestine, Attorney Laura Drewry, Cheryl Clarke, Natalie Draper, Karin Hansen, Tori Nunnally, Gianna Pack, Adam Zimmerli

ABSENT: Friends of the Library Chair Ruth DeBoer

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 August 26, 2020 Agenda as submitted by roll call vote:</p> <p>Chair William Yates – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE Brent Graves – AYE</p> <p>Christine Peterson – AYE Garrett Sawyer – AYE Janet Woody – AYE Gail Zwirner – AYE</p> <p>AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Consent Agenda	<p>Approve the July 22, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted.</p> <p>Chair William Yates – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE Brent Graves – AYE</p> <p>Christine Peterson – AYE Garrett Sawyer – AYE Janet Woody – AYE Gail Zwirner – AYE</p> <p>AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Public Comment Period	Former Vice Chair David Lydiard was an invited guest at the meeting.
Introductions	Mr. Yates welcomed all new LBOT members to the team and thanked them for joining the meeting. Each member briefly introduced themselves.

REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	No Report.
Library Foundation <u>Karin Hansen</u>	No Report.
Administration <u>Scott Firestine</u>	<p>Highlights and Additions to Director’s Report:</p> <p>Ms. Peterson commended Youth Services Young Adult Coordinator Jenn Deuell for working on programs with Richmond Public Schools (RPS) and building strong partnerships between the schools and the RPL Youth Services (YS) Team.</p> <p>Mr. Firestine mentioned he will distribute a list of all programs and activities that the YS Team is working on with RPS in response to all age groups from birth to teens to the Board Members. He also mentioned there is continuous coordination with RPS teachers as they prepare a curriculum for on-line teaching. Mr. Firestine mentioned he will add the materials presented in this meeting, attach them to the Board Packet, and repost on the website for Board Members to access.</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>	<p>The Facilities Committee has not met, but there has been activity on the Master Plan RFP since the last report. The RFP has been moved on for the third time. Currently, there are 16 proposals of interest. There will be an Evaluation Meeting scheduled for September 10 where it will be determined which vendors will move to the next level in the interviewing process. Target date should be fall 2020. Mr. Yates asked Mr. Firestine if he could check to see if a Board Member can also attend the meeting. Mr. Firestine responded he would check with the Director of Procurement.</p> <p>Mr. Firestine reported there was an accident at the Hull Street Branch Library, where a vehicle ran into the front of the building on August 14. The Branch was closed until a certificate of occupancy was issued on August 24. The meeting room cannot be used for anything due to the damage in that area. Damage repairs are in the process as well as finding a vendor to complete the major repairs to the building.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

Facilities (Continued) <u>Scott Firestine</u> <u>Janet Woody</u>	<p>There was flooding in the Special Collections area in the Main Library area due to heavy rains and sewer backing up. Although it flooded twice, there was no damage to report. This is an on-going issue and concern at Main during inclement weather producing large amounts of rain.</p> <p>The Greening of RVA Libraries is a grant in partnership with the Department of Public Utilities and the James River Association. Charrettes were conducted in July and August. Plans are in the process of being reviewed with the architect. Mr. Firestine thanked Ms. Woody for coming out to the charrettes and taking part in the meetings.</p>
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BOARD COMMITTEE REPORTS (CONTINUED)

Governance <u>Bill Yates</u>	<p>Mr. Yates asked Mr. Lydiard if he would explain the expectations of the Governance Committee. After Mr. Lydiard's brief presentation, Mr. Yates also thanked him for his participation and hard work while being Committee Chair and as the Vice Chair of the Board.</p> <p>Mr. Yates asked Board Members to think about a Committee to participate on, as well as interest in the vacant Vice Chair position. He also asked Members to email him with requests prior to the September 23 meeting.</p>
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UNFINISHED BUSINESS

COVID19 Update Status – Mr. Yates gave a brief overview to bring new members current on how the Board has been proceeding during the COVID19 pandemic. Focus was to balance the safety of staff, patrons, and public at large and with the service needs. He also mentioned discussions on closing to the public, going curbside pick-up only, and reopen with social distancing. In the reopen phase there were COVID scares that shut down two Branches altogether for staff testing to the possible exposure. During this phase, the Board decided to go back to curbside service with extended services if possible. Also, the Board Members asked Mr. Firestine to conduct research, gather data, and do surveys with staff and with patrons on what the Library is doing in and for curbside service and virtual programs.

Mr. Firestine reported a timeline on the COVID19 closure to current:

- March 13 to May 31 – Shut down completely; Phase I on-line services available only) – City lock down. Staff did professional development as well as assisted with ideas for future operations
- June 1 – Shifted to Phase II – Staff returned to buildings
- June 6 – Launched curbside service (focus on delivering books as safely as possible)
- July 6 – Open to the public with social distancing (State moved to Phase III)
 - Early July both the North Avenue Branch and the Hull Street Branch had to close due to possible COVID exposure
 - RPL is understaff due to the vacancies before and after the pandemic, as well as having major cuts to the FY21 Budget
 - Continuous delays in the requisition process to hire new staff
- July 23 – LBOT decided to go back to curbside service with extended services (i.e., faxes, renewing, printing, library cards, etc.) <https://rvalibrary.org/services/curbside-pick-up-service/>
- July 23 – The Board asked Mr. Firestine for more information, data, and do surveys with staff and patrons to present at the September meeting.

Mr. Firestine asked his staff to assist in presenting surveys of staff and patrons, research, and data gathered. He then introduced the staff and what they will be presenting to the Board. This information should give the Board Members a good foundation so they can decide on how to move forward:

- Main Library Manager Natalie Draper will present results from a patron survey, which was over 2 weeks with approximately 400 patrons (on-line only).
- East End Branch Manager Adam Zimmerli will present findings from a staff survey
- Westover Hills Branch Manager Tori Nunnally will present a report on circulation data and usage of libraries

UNFINISHED BUSINESS (CONTINUED)

After the presentations, Board Members discussed options to proceed for the future.

Mr. Yates suggested by consensus to continue to stay in curbside service with extended services until the rates of positivity in testing is 5% or under for 14 days in the City. Once that happens, the Board will resume discussions on how to proceed next. The Board Members concurred by roll call.

Chair William Yates – YES
Emily Altman – YES
Barbara Burton – YES
Sheron Carter-Gunter – YES
Brent Graves – YES

Christine Peterson – YES
Garrett Sawyer – YES
Janet Woody – YES
Gail Zwirner – YES

NEW BUSINESS

- Mr. Yates asked members to think about a Committee to participate on, as well as interest in the vacant Vice Chair position. Mr. Yates asked members to email him with requests prior to the September 23 meeting.
- Each Board Member will receive the VCU Common Book *One Person, No Vote* by Carol Anderson and *The Righteous Mind*, by Jonathan Haidt. The books will be mailed in a couple of weeks. The Board will discuss chapters in future meeting, time permitting.

There being no further business, the meeting was adjourned at 1:10 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, September 23, 2020, by Electronic Meeting.

Approved: _____
Mr. William Yates, Chair

Recorder: Gianna Pack, Executive Assistant