



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



**Library Board Meeting Minutes  
 September 23, 2020**

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

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

**ABSENT:** Janet Woody, 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 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>	<p>Approve the September 23, 2020 Agenda as submitted by roll call vote:</p> <table border="0"> <tr> <td>Chair William Yates – AYE</td> <td>Christine Peterson – AYE</td> </tr> <tr> <td>Emily Altman – AYE</td> <td>Garrett Sawyer – AYE</td> </tr> <tr> <td>Barbara Burton – AYE</td> <td>Janet Woody – _____</td> </tr> <tr> <td>Sheron Carter-Gunter – AYE</td> <td>Gail Zwirner – AYE</td> </tr> <tr> <td>Brent Graves – AYE</td> <td></td> </tr> </table> <p><b>AYES: <u>8</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    <i>Approved Unanimously.</i></b></p>	Chair William Yates – AYE	Christine Peterson – AYE	Emily Altman – AYE	Garrett Sawyer – AYE	Barbara Burton – AYE	Janet Woody – _____	Sheron Carter-Gunter – AYE	Gail Zwirner – AYE	Brent Graves – AYE	
Chair William Yates – AYE	Christine Peterson – AYE										
Emily Altman – AYE	Garrett Sawyer – AYE										
Barbara Burton – AYE	Janet Woody – _____										
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE										
Brent Graves – AYE											
<b>Consent Agenda</b>	<p>Approve the August 26, 2020 Meeting Minutes, Current Financial and Statistical Reports and Deposited Donations Report as submitted by roll call vote.</p> <table border="0"> <tr> <td>Chair William Yates – AYE</td> <td>Christine Peterson – AYE</td> </tr> <tr> <td>Emily Altman – AYE</td> <td>Garrett Sawyer – AYE</td> </tr> <tr> <td>Barbara Burton – AYE</td> <td>Janet Woody – AYE</td> </tr> <tr> <td>Sheron Carter-Gunter – AYE</td> <td>Gail Zwirner – AYE</td> </tr> <tr> <td>Brent Graves – AYE</td> <td></td> </tr> </table> <p><b>AYES: <u>8</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    <i>Approved Unanimously.</i></b></p>	Chair William Yates – AYE	Christine Peterson – AYE	Emily Altman – AYE	Garrett Sawyer – AYE	Barbara Burton – AYE	Janet Woody – AYE	Sheron Carter-Gunter – AYE	Gail Zwirner – AYE	Brent Graves – AYE	
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Barbara Burton – AYE	Janet Woody – AYE										
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE										
Brent Graves – AYE											
<b>Public Comment Period</b>	None Present.										

<b>REPORTS</b>	
<p><b>Friends of the Library (FOL)</b></p> <p><b><u>Ruth DeBoer</u></b></p>	<p>Mr. Firestine reported the Friends met last month to start planning for the Annual Meeting and see what that would be like to do a virtual meeting.</p> <p>He also reported the members are trying to figure out how to proceed with their annual fall fundraising book sale, but is in a holding pattern as of now.</p>
<p><b>Library Foundation</b></p> <p><b><u>Karin Hansen</u></b></p>	<p>Ms. Hansen reported the second e-solicitation went out for donations in early September. Currently, gearing up for the fall mail solicitations with a focus on giving to increase the annual unrestricted funds and increasing donors.</p> <p>She also reported submitting a grant proposal to the Dominion Foundation hoping to receive funding to purchase more books for the RVA READS Program and curbside service.</p> <p>Ms. Hansen mentioned the annual audit has started and is in process.</p>
<p><b>Administration</b></p> <p><b><u>Scott Firestine</u></b></p>	<p><b>Highlights and Additions to Director's Report:</b></p> <ul style="list-style-type: none"> <li>• Yvonna Jones will retire on September 30 with 24 years of service.</li> <li>• HR has put a team together to streamline the hiring and approval process by using Neogov an electronic HR platform and will use a new software for online interviewing candidates to be COVID safe.</li> <li>• One employee in quarantine waiting on results.</li> <li>• Curbside Service is operating at approximately 70% when comparing to last year stats. Receiving positive feedback on virtual programs.</li> <li>• Online catalog interface has been updated during the closure. It is now located in the cloud and off of the City's servers.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<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>Mr. Firestine reported the FY22 City budget process has begun. The City gave non-exempt employees a \$1,000 "hazard" bonus for all their hard work during the pandemic. This bonus is listed on the report. Salary employees did not receive a bonus. Mr. Firestine did give those employees four days of administrative leave.</p> <p>Mr. Firestine reviewed the financials explaining how funds are encumbered verses actual spent. He also reported on the Special Funds and Law Library.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<p><b>Facilities</b></p> <p><u>Scott Firestine</u> <u>Janet Woody</u></p>	<p>Mr. Firestine reported the RFP Main Library Committee narrowed down the proposals to four vendors. The vendors will have an opportunity to present their proposals in the auditorium by social distancing for two hours each on September 28-29. Mr. Firestine put in a request to the Procurement Services Department (PSD) to see if a member of the Facilities Committee can also attend. He is waiting on an answer. Mr. Firestine mentioned last time the PSD denied the request. Once Mr. Firestine receives an answer, he will update Ms. Woody and the rest of the members.</p> <p>Ms. Clarke reported an architect was chosen to complete the repairs of the Hull Street Branch Library where a vehicle drove into the building on August 14.</p>
<p><b>Governance</b></p> <p><u>Bill Yates</u></p>	<p>No Report.</p>

**UNFINISHED BUSINESS**

- Vice Chair Position and Appoint Committee Members:
  - Approve Christine Peterson as Vice Chair of the Library Board of Trustees:
 

Chair William Yates – AYE	Christine Peterson – AYE
Emily Altman – AYE	Garrett Sawyer – AYE
Barbara Burton – AYE	Janet Woody – _____
Sheron Carter-Gunter – AYE	Gail Zwirner – AYE
Brent Graves – AYE	

***AYES: 8      NOES: 0      ABSTAIN: 0    Approved Unanimously.***
  - Chair Yates appointed the following Committee Members with the consensus of the members present in the meeting:
    - Executive Committee: Chair William Yates, Vice Chair Christine Peterson, and Gail Zwirner
    - Facilities Committee: Chair Janet Woody, Sheron Carter-Gunter, Brent Graves, Gail Zwirner, and ex officio William Yates
    - Finance Committee: Chair Garrett Sawyer, Barbara Burton, Christine Peterson, and ex officio William Yates
    - Governance Committee: Chair Emily Altman and Janet Woody
    - Foundation Representative: Emily Altman and ex officio William Yates
    - Friends of the Library Representative: Barbara Burton
- Book Discussions: Mr. Yates suggested to start with *The Righteous Mind*, by Jonathan Haidt and be prepared to talk about the book at the October 28, 2020 meeting, time permitting. After completing, then the Board will discuss the VCU Common Book *One Person, No Vote* by Carol Anderson.
- The Board continued discussions on curbside versus opening to the public. Mr. Firestine, East End Branch Manager Adam Zimmerli, and Westover Hills Branch Manager Tori Nunnally were available to answer questions.

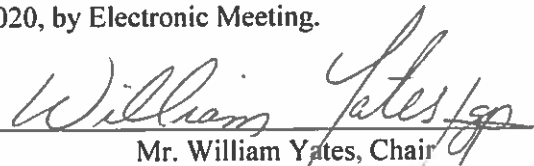
**NEW BUSINESS**

No New Business

There being no further business, the meeting was adjourned at 12:45 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, October 28, 2020, by Electronic Meeting.

Approved:

A handwritten signature in cursive script that reads "William Yates" followed by a flourish.

Mr. William Yates, Chair

Recorder: Gianna Pack, Executive Assistant