



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



**Library Board Meeting Minutes  
 October 28, 2020**

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

**STAFF:** Scott Firestine, Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Tori Nunnally, Gianna Pack, Adam Zimmerli and Friends of the Library Chair Ruth DeBoer

**GUESTS:** Foundation President Trevor Cox and Vice President John Ulmschneider

**ABSENT:** Brent Graves, Garrett Sawyer

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>	Approve the October 28, 2020 Agenda as submitted by roll call vote: Chair William Yates – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE Brent Graves – _____ Christine Peterson – AYE Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE  <i><b>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</b></i>
<b>Consent Agenda</b>	Approve the September 24, 2020 Meeting Minutes, Current Financial and Statistical Reports and Deposited Donations Report as submitted by roll call vote. Chair William Yates – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE Brent Graves – _____ Christine Peterson – AYE Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE  <i><b>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    Approved Unanimously.</b></i>
<b>Introductions and Guests</b>	Chair Yates introduced and welcomed the RPL Foundation’s President Trevor Cox and Vice President John Ulmschneider to the meeting and thanked them for the Foundation’s support.
<b>Public Comment Period</b>	None Present

**REPORTS**

<p><b>Friends of the Library (FOL)</b></p> <p><u><b>Ruth DeBoer</b></u></p>	<p>Ms. DeBoer reported the pandemic has stalled much of their friend and fund raising activities. The Friends of the Library (FOL) will not have a fall or end of year book sale. Once all the 2020 election mail has moved through the postal system, the Friends will send out their annual membership letter asking for additional funds and letting people know what is going on with the Library. The FOL fall newsletter was mailed in early October and promoted many of the virtual events that will take place.</p> <p>Ms. DeBoer also reported the annual meeting is on hold until the spring. She will update the LBOT when it will occur early next year.</p>
<p><b>Library Foundation</b></p> <p><u><b>Karin Hansen</b></u></p>	<p>Chair Yates announced Ms. Hansen will be leaving the Library on November 6 to pursue another opportunity. He thanked Ms. Hansen for her service. She has been a great asset to both the Foundation Board as well as the LBOT and will be missed.</p> <p>Ms. Hansen thanked the members for all their support. She will wrap up all loose ends before leaving.</p> <p>Ms. Zwirner inquired if the Grant Writer position can be posted. Mr. Firestine mentioned the Grant Writer position is a funded position and will be posted as soon as possible.</p>
<p><b>Administration</b></p> <p><u><b>Scott Firestine</b></u></p>	<p><b>Highlights and Additions to Director’s Report:</b></p> <ul style="list-style-type: none"><li>• HR is piloting a new process of interviewing candidates using the Spark Hire SAAS. This should improve and streamline the hiring process for RPL.</li><li>• The Main Library has opened for use computers by appointment. Patrons may walk up, email, or telephone to reserve a computer for an hour. Branches will begin this service November 9.</li></ul> <p>Limited public access is considered with a “grab and go” model. The challenge with this model is lack of staff. This will cause curbside service to stop when grab and go starts. Chair Yates suggested splitting up the day as part curbside hours and part grab and go hours. Mr. Firestine will research. Curbside service and computers by appointment can run together with the manpower currently in place.</p> <ul style="list-style-type: none"><li>• Ms. Carter-Gunter inquired about cleaning protocol established before opening up to the public. Mr. Firestine responded the cleaning and mitigation is provided by City contractors. The City provides a standard cleaning and on a weekly basis, does an electrostatic fogging spray once a week. Contract cleaning staff will not wipe down computers workstations per their contract with the City. RPL provides Lysol wipes to patrons who wish to sanitize the computer workstation before use.</li><li>• Chair Yates mentioned curbside is doing great operating at 70% circulation under the circumstances. He also noted looking at circulation numbers, North Avenue and Hull Street Branches seem to do much better when the doors are open.</li><li>• Moving forward, Chair Yates recommends assessing other locations that could open such as Broad Rock, East End, North Avenue, and Hull Street Branches.</li></ul>

**BOARD COMMITTEE REPORTS**

<p><b>Chair</b> <b><u>William Yates</u></b></p>	<p>Chair Yates attended the Library Staff Development Day virtually on October 12. He welcomed the opportunity to address Library staff to thank them for all their hard work and extended hearty appreciation on behalf of the LBOT members.</p> <p>Chair Yates also mentioned there will be a joint retreat meeting with Vice Chair Christine Peterson, Foundation Representative Emily Altman and himself along with the leadership members of the Foundation Board on October 31 at the Main Library.</p>
<p><b>Finance Chair</b> <b><u>Garrett Sawyer</u></b></p> <p><b><u>Scott Firestine</u></b></p>	<p>Chair Yates announced the new Budget process is underway and the Finance Committee will need to start meeting.</p> <p>Mr. Firestine reported the Budget process schedule is determined by City of Richmond (COR) Budget and Strategic Planning. The Pandemic will play a big role in the outcome of the FY22 Budget. Chair Yates recommends LBOT members to reach out to Council members and advocate once the Budget process starts and asked Ms. Zwirner to help with that effort.</p> <p>Chair Yates asked Mr. Firestine to reach out to Mr. Sawyer after the COR City Council elections to start the Finance Committee meetings.</p>
<p><b>Facilities Chair</b> <b><u>Janet Woody</u></b></p> <p><b><u>Scott Firestine</u></b></p>	<p><b>RFP Main Master Plan:</b> Mr. Firestine reported the second round of interviews took place with the four vendors. Currently working with Procurement on negotiations.</p> <p><b>RVAH2O:</b> Mr. Firestine shared RVAH2O is making progress at Broad Rock, North Avenue, and West End Branches.</p>
<p><b>Governance Chair</b> <b><u>Emily Altman</u></b></p>	<p>No Report.</p>

**UNFINISHED BUSINESS**

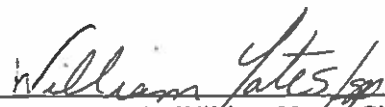
- The Board continued discussions on the level of reopening the Library where safety and service is a priority to both staff and to the public.
- Book discussion.

**NEW BUSINESS**

No New Business

There being no further business, the meeting was adjourned at 12:55 p.m. by unanimous consensus from the members that were present in the meeting.

There is no meeting in November. The next meeting will be held on Wednesday, December 2, 2020, by Electronic Meeting.

Approved:   
Mr. William Yates, Chair

Recorder: Gianna Paek, CAP  
Senior Executive Assistant