

LIBRARY BOARD OF TRUSTEES

DECEMBER 31, 2020

OVERVIEW

1. Current Members and Terms

Mr. William Yates, Chair

2nd term ending 06/30/2024 (Reappointment)
1st term ending 06/30/2020

Ms. Christine Peterson, Vice Chair

1st term ending 07/22/2023

Ms. Emily Altman

1st term ending 07/22/2023

Mr. Garrett Sawyer

1st term ending 06/30/2024

Ms. Barbara Burton

2nd term ending 06/30/2024 (Reappointment)
1st term ending 06/30/2020

Ms. Janet Woody

1st term ending 07/22/2023

Ms. Sheron Carter-Gunter

1st term ending 06/30/2024

Ms. Gail F. Zwirner

1st term ending 06/30/2024

Mr. Brent Graves

Replacement term: 07/27/2020-06/30/2022

2. By-Laws of the Richmond Public Library Board of Trustees

Article I. Name

“The Public Library of the City, its branches and substations, shall be under the control and management of a board of trustees, which is hereby created to be known as the Richmond Public Library Board.” (*Code of the City of Richmond, § 62-36*)

Article II. Membership

§ 1. The Richmond Public Library Board (hereinafter: ‘the Board’) shall consist of nine members. Of these members (9) shall be qualified voters of the City appointed by the City Council for four-year terms commencing July 1 of the year of appointment. Upon the expiration of a term of office, the member holding that office may continue to serve until a successor is appointed. (*Code of the City of Richmond, § 62-37*)

§ 2. In the event of a vacancy on the Library Board, the City Council shall appoint a successor to serve for the remainder of the unexpired four-year term.
(*Code of the City of Richmond, § 62-40*)

§ 3. No Member appointed to the Board by the City Council shall serve for more than two consecutive full terms. (*Code of the City of Richmond § 2-836*)

§ 4. A Member who misses (4) consecutive regularly scheduled meetings shall be subject to removal pursuant to the procedure provided in Section 4.15 of the City Charter, or substantially similar procedure. (*Code of the City of Richmond, § 2-837*)

Article III. Powers and Duties of the Board

The Richmond Public Library Board shall have the management and control of the public libraries of the City and shall have such powers and duties with respect thereto as are conferred or imposed on it by the Code of Virginia and by ordinance. (*Code of the City of Richmond, §§ 62-43 to 62-45*)

Article IV. Officers

§ 1. The officers of the Board shall consist of a Chairman, a Vice-Chairman, and such other officers as the Board may deem necessary. (*Code of the City of Richmond, § 62-82*)

§ 2. The Chairman and Vice-Chairman shall each be elected by a majority of the Board to serve for a term of two years. Such election shall be held in even-numbered years at the first regular meeting of the Board after the beginning of the City’s fiscal year.

§ 3. Should a vacancy occur in the office of Chairman or Vice-Chairman prior to the conclusion of the incumbent’s term, then a successor shall be elected at the next meeting following the effective date of the vacancy to complete the unexpired term.

§ 4. The Chairman shall preside at all meetings, authorize calls for any special meeting, convene meetings of the Executive Committee and undertake any other duty assigned by the Board.

§ 5. In the absence of or during the disability of the Chairman, the Vice-Chairman shall assume the duties of the Chairman.

§ 6. In the absence of or during the disability of both the Chairman and the Vice-Chairman, the senior Member of the Board shall act as Chairman pro tem.

§ 7. “The [City] Librarian shall be ex officio secretary of the Richmond Public Library Board and shall be responsible to such Board for the custody and safekeeping of the records and proceedings of such Board and such other records as may be committed to the custody of the Librarian by the Richmond Public Library Board.” (*Code of the City of Richmond, § 62-82*) The Librarian shall also render a true and accurate account of all meetings of the Board, shall issue notices for all regular meetings, shall issue notices for special meetings upon the authorization of the Chairman, shall prepare the agenda for each called meeting of the Board in consultation with and upon the authorization of the Chairman, shall notify the appointing body of any vacancies on the Board and send copies of the minutes of all Board meetings to the City Clerk. As Secretary, the Librarian shall memorialize and index all policies of the Board.

Article V. Committees

§ 1. There shall be an Executive Committee consisting of the Chairman, the Vice-Chairman and another Member of the Board appointed by the Chairman for a one-year term. The Executive Committee shall consider matters of general interest to the Library system which are not specifically assigned to other committees and which, in the judgment of the Chairman, either do not require immediate action by the entire Board or else are of sufficient urgency as to make it impracticable to convene a meeting of the Board. However, the Executive Committee may not take any action which would be in conflict with existing Library policies.

§ 2. There shall be a Finance Committee consisting of three Members of the Board appointed by the Chairman for one-year terms. The Finance Committee will advise and assist the Librarian in reviewing the proposed annual budget of the Library, presenting the proposed budget to the Board for approval and preparing a presentation of the proposed Library budget to the City administration and the City Council.

§ 3. There shall be a Facilities Committee consisting of two Members of the Board appointed by the Chairman for one-year terms. The Facilities Committee shall assist the Librarian with the continuing assessment of the need for repairs and improvements of the Library’s facilities and of the ability of those facilities to meet the needs of the community.

§ 4. The Executive Committee may establish such special committees, as it may deem necessary.

Article VI. Meetings

§1. A regular meeting of the Board shall be held each month at a time and a place set by the Board. The Board may dispense with the next regular meeting by the vote of a majority of the Members present at any meeting, but in no event shall there be fewer than six regular meetings in any fiscal year.

§ 2. Special meetings may be called by the Chairman, or upon the written request of any Member, for the transaction of the business stated in the call for the special meeting.

§ 3. Any Member of the Board or the Secretary to the Board may have an item placed upon the agenda for a regular or special meeting.

§ 4. Written notice of meetings shall be mailed or emailed to all Members of the Board and to all members of the public who have requested such notice as least five days before the meeting, except in cases of emergency when notice by telephone or e-mail shall be given at least 24 hours in advance of the meeting. Any required written notice, which is sent to the Board shall be accompanied by the agenda of the meeting and minutes of the last regular meeting and any intervening special meetings.

Article VII. Quorum

A quorum for the transaction of business shall consist of five Members of the Board. (*Code of the City of Richmond, § 62-39*)

Article VIII. Order of Business of Meetings

§ 1. At every meeting of the Board, after ascertainment of a quorum, the following shall be included as regular Agenda Items and the Order of Business:

- A. Acceptance, as presented or as corrected, of the minutes of the preceding meeting
- B. Report of the Chairman
- C. Report of the Librarian
- D. Committee Reports
- E. Unfinished Business
- F. New Business
- G. Public Comments

§ 2. The order of Business may be changed by the Chairman and may be altered or suspended by vote of the majority of the Members present.

Article IX. Librarian

The Librarian shall be considered the executive agent of the Board and shall have the sole charge of the administration of the Library under the direction and review of the Board. The Librarian shall be held responsible for the care of the buildings and equipment within the guidelines of the City's existing maintenance policies, for the selection, employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Librarian shall attend all meetings of the Board unless, with the agreement of the Board, the Librarian shall designate a senior Library staff member as his representative for a particular meeting.

Article X. Amendments

Amendments to these by-laws may be proposed at any regular meeting of the Board with a quorum present, but shall become effective only upon approval by a vote of two-thirds of the Members at a subsequent meeting.

Adopted: January 18, 1949
Amended: October 3, 1957
Amended: May 9, 1975
Amended: January 1994
Amended: March 12, 1998
Amended: December 13, 2001
Amended: June 16, 2004
Amended: October 28, 2015

3. Attendance Record(s); Dates of Meetings (Calendar Year)

NAME	1/22/2020	2/26/2020	3/25/2020 Canceled-Covid	4/22/2020 Electronic	5/27/2020 Electronic	6/17/2020 Electronic Special Mtg.	6/24/2020	7/22/2020	8/26/2020 (Added Meeting)	9/23/2020	10/28/2020	No Mtg.	12/2/2020	Number of Meetings Attended for CY
Altman, Emily	x	x		x	x	x	x	x	x	x	x		x	11
Burton, Barbara	x	x			x	x	x	x	x	x	x		x	10
Carter-Gunter (New)									x	x	x		x	4
Graves, Brent (New)									x	x				2
Francis, Tanya														0
Lydiard, David	x	x		x	x	x	x	x						7
Peterson, Christine		x		x	x	x	x	x	x	x	x		x	10
Sawyer, Garrett (New)									x	x			x	3
Weaver, Daisy	x	x		x	x	x	x							6
Woody, Janet	x	x		x	x	x	x	x	x		x		x	10
Yates, William		x		x	x	x	x	x	x	x	x		x	10
Zwirner, Gail (New)									x	x	x		x	4
# in Attendance:	5	7		6	7	7	7	6	9	8	7		8	

4. Expectations and Responsibilities of Boards and Commissions

The Richmond Public Library is a Governing Board that is legally responsible for the control and management of the library and all that happens in it. Board administrative and policy-making duties are specified in *Code*.

Trustees have a legal responsibility to successfully maintain a free, public, nonsectarian library for all residents in the library's service area.

In Representing the Interest of the Library Trustees:

- Manage (and have legal authority over) the library's policies, rules, and regulations
- Control all funds
- Plan the library's future and create an action plan
- Advocate and raise funds on behalf of the library
- Accumulate reserve funds for facility enhancements, renovation, and construction
- Evaluate the library's performance regularly to ensure objectives are met
- Hire and evaluate the Library Director
- Contract for cooperative services
- Protect the library from liability
- Prosecute those who steal or damage library property

Expectations of Trustees:

- Respect the important role libraries play in the life of the community
- Participate in orientation
- Attend meetings regularly
- Devote the time and attention required
- Share skills on committees
- Understand the community and its needs
- Stay current on library trends and issues
- Exercise discretion and respect confidentiality outside board meetings
- Avoid conflicts of interest and put personal agendas aside when making decisions
- Actively support the implementation of board decisions
- Advocate for the library with elected officials and in the community
- Understand the trustee's role and how it differs from the role of the Library Director
- Have an open mind and respect differing viewpoints
- Respect diversity
- Advocate for equitable pay and benefits for library personnel
- Understand and respect the role of the Library Director
- Work cooperatively with other board members
- Focus on a secure future for the library
- Participate actively in library programs and activities

5. 2020 Achievements / Priorities / Challenges:

Achievements:

1. Richmond Public Library (RPL) ended overdue fines for books. This was a barrier and a burden to many users. It was not an effective tool for collection maintenance or revenue generation. It was an outdated policy and procedure that worked against our mission to Inform, Enrich and Empower. Patrons are very pleased with the change.
2. All Library staff are safe: We have no one sick and/or injured from COVID19.
3. Provided safe library service during the pandemic: RPL has served tens of thousands in our City throughout this historic time with virtual programs, online learning, personal curbside service, curated digital collections, and new ecard and ebook services open to all.
4. Online Public Access Catalog (OPAC) upgrade and migration to SAAS completed: In 2020 RPL completed installation and integration of an update integrated library system. This is the search tool that library users need to find books and materials in the library collection.
5. COVID19 library service is at 65% of book circulation compared to 2019.
6. Main Library first floor restrooms were renovated and completed to better serve our community. These renovations included safety enhancements that improve security, safety, and handicap access.

Priorities:

1. Main Library Master Plan: RFP for a renovation master plan for the Main Library. This RFP begun in October of 2018. We wish to have an architect to assist with developing an assessment of current conditions, collections, and propose a design for the Main Library located at 101 East Franklin Street.
2. Resume in-person library services. As soon as the pandemic will allow our community to congregate and resume normal operations. We wish to restore regular library service hours and days. Hours and Sundays were reduced due to COVID19 reductions in the FY20 adopted budget. Resuming operations post COVID19.
3. Training for staff: Funding for training was mostly eliminated in the FY20 budget. Training investment in our staff ensures that our community gets excellent library service.
4. Onboarding for staff: Retention of qualified employees starts on their first day. We wish to improve the introduction and training period for new library staff.
5. RPL is approaching the 100th year of being founded.

Challenges:

1. The pandemic is the most challenging crisis our library has faced in the last 50 years. COVID19 will change the way we provide library service in the future. There are many services that have adapted and will see improvement in the post pandemic environment. There are also services that will change or stop. We plan to move to more self-service circulation.
2. The FY20 budget reductions forced RPL to reduce evening open hours, stop all Sunday library service in all locations, and has reduced acquisitions of books and electronic resources.
3. Recruitment and retention of competent and qualified staff is a challenge during the pandemic and rough economic time period.