



**Richmond Public Library Board**

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



**Library Board Meeting Minutes  
January 27, 2021**

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

**ABSENT:** Chair William Yates, Cheryl Clarke

**STAFF:** Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Adam Zimmerli, Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair Christine Peterson at 11:46 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 January 27, 2021 Agenda as submitted by roll call vote: <i>Motion: Barbara Burton, Second by Sheron Carter-Gunter</i></p> <p>Chair William Yates – _____      Brent Graves – AYE  Vice Chair Christine Peterson – AYE      Garrett Sawyer – AYE  Emily Altman – AYE      Janet Woody – AYE  Barbara Burton – AYE      Gail Zwirner – AYE  Sheron Carter-Gunter – AYE</p> <p><b>AYES: 8      NOES: 0      ABSTAIN: 0      Approved Unanimously.</b></p>
<b>Consent Agenda</b>	<p>Approve the December 2, 2020 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted by roll call vote: <i>Motion: Gail Zwirner, Second by Garrett Sawyer</i></p> <p>Chair William Yates – _____      Brent Graves – AYE  Vice Chair Christine Peterson – AYE      Garrett Sawyer – AYE  Emily Altman – AYE      Janet Woody – AYE  Barbara Burton – AYE      Gail Zwirner – AYE  Sheron Carter-Gunter – AYE</p> <p><b>AYES: 8      NOES: 0      ABSTAIN: 0      Approved Unanimously.</b></p>
<b>Public Comment Period</b>	None Present

<b>REPORTS</b>	
<p><b>Friends of the Library (FOL)</b></p> <p><u><b>Ruth DeBoer</b></u></p>	<p>Ms. DeBoer reported on the following:</p> <ul style="list-style-type: none"> <li>• The Virginia Business Systems Contract was renewed for the color graphic copier, which is a gift to the Library.</li> <li>• Membership renewal letters were mailed after the winter holidays.</li> <li>• The next Board Meeting is scheduled for February 3, 2021 at the Main Library.</li> <li>• Plans are in process to have a fall book sale pending the outcome of the pandemic.</li> <li>• April 2021 is the start of the Friends new fiscal year.</li> </ul>
<p><b>Library Foundation</b></p> <p><u><b>Scott Firestine</b></u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> <li>• The Annual Fund Drive is continuing.</li> <li>• Working on the Calendar Year 2021 to see what activities they want to do during the year. Waiting on the Master Plan to make more definite plans.</li> <li>• Actively in the hiring process for the Grant Writer Position.</li> </ul>
<p><b>Administration</b></p> <p><u><b>Scott Firestine</b></u></p>	<p><b>Highlights and Additions to Director's Report:</b> Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> <li>• Due to the increasing COVID19 positivity rate and hospitalization rate, the interior use of computers by appointment was halted on December 28, 2020. All Branches and Main Library are continuing extended curbside services such as faxes, copying, printing, picking up books, as well as virtual programs.</li> <li>• Working on getting vaccines for staff.</li> <li>• Hull Street Branch staff and VCU partnership to produce and distribute hygiene kits.</li> <li>• Staff members attended the virtual ALA meeting/workshops.</li> <li>• Hiring is ongoing.</li> <li>• Young Adult Virginia Author nominations are kicking off on January 15, 2021. This event is supported by the Foundation and the Friends of the Library.</li> <li>• Black History Month virtual programs are coming in February.</li> <li>• The Foundation is supporting RPL with a ZOOM account to do virtual programs since the City will not support ZOOM.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<p><b>Vice Chair</b></p> <p><u><b>Christine Peterson</b></u></p>	<p>Ms. Peterson shared her experience with using the Richmond Public Library App and explaining all of the capabilities it can perform.</p> <p>She also mentioned starting in February, meetings are going to be more intense and there will be a lot of work that needs to be done.</p>
<p><b>Finance Chair</b></p> <p><u><b>Garrett Sawyer</b></u></p> <p><u><b>Scott Firestine</b></u></p>	<p>Mr. Firestine reported meeting with Mr. Sawyer about producing talking points about the budget and where we were at in the budget process. The Mayor will give his budget report on March 6. Mr. Firestine is working on talking points, facts, and figures for the Board members to use when they are talking to City Council Members. Mr. Sawyer encouraged Board Members to make repetitive contact starting off with an introduction and building a relation with their respective Council Members if they have not done so already.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

<p><b>Facilities Chair</b> <b><u>Janet Woody</u></b></p> <p><b><u>Scott Firestine</u></b></p>	<p>Mr. Firestine reported the Procurement Department has announced a Notice of Intent to award the Master Plan Contract. The Procurement Department is working through contract negotiations with the firm to get an agreement in place to move forward. The vendor has given the City questions for response. The City is in the process of providing a response. There is no estimated time of completion of when the contract will be signed as of yet. Once the contract is signed, Mr. Firestine will send out a timeline of the process to the Board Members.</p> <p>He also reported the Hull Street Branch is still working with a hole in the wall from when a vehicle ran into the building.</p> <p>Ms. Woody expressed her appreciation for staff's hard work and dedication during this time dealing with the situation where no one can come into a library. All of the virtual programming and creativity are great and she wanted Mr. Firestine to pass that information along to staff to let them know they are appreciated.</p>
<p><b>Governance Chair</b> <b><u>Emily Altman</u></b></p>	<p>No Report.</p>

**UNFINISHED BUSINESS**

No Unfinished Business.

**NEW BUSINESS**

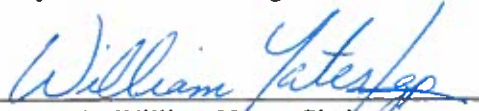
Discussion for the February Meeting: What will RPL look like post-COVID? Ideas/suggestions.

Vice Chair Peterson tasked the Board Members to also think about what the RPL did that really "rocked" during the pandemic (i.e., served, underserved the community, reached people that was hard to reach before; what are your thoughts on what we should be proud of).

Ms. DeBoer suggested to think about free tutoring and optimizing space in the library. Vice Chair Peterson challenged Ms. Altman and Ms. Carter-Gunter to think about children and families focusing on Ms. DeBoer's suggestion.

There being no further business, the meeting was adjourned at 12:26 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, February 24, 2021, by Electronic Meeting.

Approved:   
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP  
Senior Executive Assistant