



Richmond Public Library Board

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



Library Board Meeting Minutes December 2, 2020

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

ABSENT: Brent Graves

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke, 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 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.

Agenda	<p>Approve the December 2, 2020 Agenda as submitted by roll call vote:</p> <p>Chair William Yates – AYE Vice Chair Christine Peterson – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE</p> <p>Brent Graves – _____ Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE</p> <p>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Consent Agenda	<p>Approve the October 28, 2020 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted by roll call vote.</p> <p>Chair William Yates – AYE Vice Chair Christine Peterson – AYE Emily Altman – AYE Barbara Burton – AYE Sheron Carter-Gunter – AYE</p> <p>Brent Graves – _____ Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE</p> <p>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Public Comment Period	None Present

REPORTS	
<p>Friends of the Library (FOL)</p> <p><u>Ruth DeBoer</u></p>	<p>Ms. DeBoer announced the Executive Committee Meeting scheduled for December 2 at 6:00 p.m. is canceled. She reported on the following:</p> <ul style="list-style-type: none"> • The membership letter will be mailed in mid-December. • In the process of renewing existing contract with Virginia Business Systems for the Design Copier provided by the Friends for graphic design use and all the printed materials used by the Library system. • Holiday lights were installed in the park by Kelly Kyle, her husband, and Sharon Fuller. • At this time, there are no plans to take donations due to being overstocked and lack of volunteers.
<p>Library Foundation</p> <p><u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • He attended the Foundation Finance Committee Meeting at 9:00 a.m. this morning to review the draft Audit Review. The final Audit Review should be delivered by the end of December. There should be minimal to no changes. • The Annual Fund Letter was mailed the end of November.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Highlights and Additions to Director's Report:</p> <ul style="list-style-type: none"> • Hiring – Interviewed and made selections for four positions. Twelve positions went through the approval process with eight positions to begin advertising. • Computers by Appointment – Working well at Main and Branches. Branch Managers expressed concerns regarding patrons entering the building not wearing their mask properly or not following COVID protocol. Also when patrons need help and staff cannot help them. There has been an increase in computer usage since Henrico and Chesterfield closed their computers down.
BOARD COMMITTEE REPORTS	
<p>Chair</p> <p><u>William Yates</u></p>	<p>Chair Yates complimented Mr. Firestine and his staff for keeping circulation up and providing exceptional curbside service during these times, especially when Henrico and Chesterfield have closed their internal services.</p> <p>He also mentioned attending a joint meeting on October 31, 2020, along with Vice Chair Christine Peterson and Foundation Representative Emily Altman, Foundation members, and Friends of the Library members.</p> <p>Chair Yates suggested once there is an opportunity, members need to take a look at the Strategic Plan for further discussions as a group.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

<p>Finance Chair <u>Garrett Sawyer</u></p> <p><u>Scott Firestine</u></p>	<p>Mr. Sawyer reported having their first Finance Committee meeting prior to the LBOT Meeting. They discussed how the budget would look like in a proposed perspective. The goal is to return to FY2020 Budget without the cuts caused by the pandemic. Focus is to return Sunday and evening hours and to provide additional staffing.</p> <p>Mr. Sawyer suggested talking to Council Members. Vice Chair Peterson recommends building a relationship with Council Members prior to the budget process.</p>
<p>Facilities Chair <u>Janet Woody</u></p> <p><u>Scott Firestine</u></p>	<p>RFP Main Master Plan: In the process of working with Procurement to move forward on the top two vendors in negotiations.</p>
<p>Governance Chair <u>Emily Altman</u></p>	<p>No Report.</p>

UNFINISHED BUSINESS

Book Discussion – *One Person, No Vote* by Carol Anderson.

NEW BUSINESS

Approve the CY2021 Meeting Dates in Person or via Electronic as submitted by roll call vote:

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

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

Approve the CY2021 RPL Holiday Schedule as submitted and adjust as needed, by roll call vote:

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

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

NEW BUSINESS (CONTINUED)

Approve RPL Locations Closing on Saturday, December 26, 2020, by roll call vote:

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

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

There being no further business, the meeting was adjourned at 12:50 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, January 27, 2021, by Electronic Meeting.

Approved: 
Ms. Christine Peterson, Vice Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant