



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



**Library Board Meeting Minutes
 March 24, 2021**

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

ABSENT: Garrett Sawyer

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Susan Revere, 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 11:46 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.

Agenda	<p>Approve the March 24, 2021 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 – AYE Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE</p> <p>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></p>
Consent Agenda	<p>Approve the February 24, 2021 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 – AYE Garrett Sawyer – _____ Janet Woody – AYE Gail Zwirner – AYE</p> <p>AYES: <u>8</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><u>Clay Dishon</u></p>	<p>Mr. Dishon reported on the following:</p> <ul style="list-style-type: none"> • The Friends met on March 3 to approve their budget for the new fiscal year which starts in April 2021. <ul style="list-style-type: none"> ◦ Since the Library was unable to spend FY2020 funds, no funds will be given during FY2021 so savings would not be depleted. • The Friends are in the discussion process to have a member's only book sale during June out in the Library Park, pandemic permitting. • The Annual Meeting is on hold until everyone can meet in person. • Deanna Chavez resigned from the Friends Board, leaving a vacancy.
<p>Library Foundation</p> <p><u>Scott Firestine</u></p> <p><u>Susan Revere</u></p>	<p>Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • Mr. Firestine introduced the new Executive Director of the Library Foundation Susan Revere. For the past 14 years, Ms. Revere was Executive Director at RampsRVA, a local nonprofit that builds wheelchair ramps for individuals living in poverty and with a disability. Partnering with volunteers from local high schools and corporate groups, she guided teams in assembly of almost 400 ramps in Richmond, Henrico, and Chesterfield. • The full Foundation Board met on March 10. Discussions included: <ul style="list-style-type: none"> ◦ Award of the Master Plan ◦ 100th Anniversary Event ◦ Three Board Retreat in the fall-September timeframe
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Highlights and Additions to Director's Report: Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • Currently maintaining operations • Curbside notaries as well as notarizing documents for the Aging and Disabilities Department for community residents • The new System-wide Service Interactions Report to show the services offered while operating in curbside • Reopen the Branches and Main Library on April 5 with limited access in terms of capacity in buildings and time period. Everyone are still required to wear masks, there will be temperature checks, and contact tracing logs. Branches would be limited to six people for 30 minutes each to be able to use the computer and/or browse materials. The Main Library would be limited to 20 people with an hour. Meeting rooms will still be closed and most furniture still off the floors. Branches will maintain curbside, but the Main Library will not be maintaining curbside. <ul style="list-style-type: none"> ◦ The Board discussed the safety and security of staff and patrons during the reopening process.
BOARD COMMITTEE REPORTS	
<p>Chair</p> <p><u>William Yates</u></p>	<p>No Report.</p>
<p>Finance Chair</p> <p><u>Christine Peterson</u></p>	<p>Ms. Peterson reported the Finance Committee met on March 23 to discuss the Mayor's proposed budget, which was presented to City Council on March 5, giving the Library just over \$6M. This is 9% less in past years. The 9% cut is in personnel and materials. There is \$125K less for part-time staff.</p> <p>Mr. Firestine gave the Board members talking points, an infographic with statistics, and goals and challenges the Library is facing as tools to use when they talk with their respective Council</p>

BOARD COMMITTEE REPORTS (CONTINUED)

Finance Chair (Continued) <u>Christine Peterson</u>	members advocating for the Library’s budget to increase. Ms. Peterson suggested reaching out to other Board members and/or Scott if there are any questions on the information or need any assistance before talking with their respective Council members. Ms. Peterson stressed to the Board members that they will need to fight for the 9% increase and to also stay alert to the other opportunities that came about in the America CARES Act both with additional money for the state and additional money for the City. This will let Council members know that the Library is ready to spend the money to make the City better.
Facilities Chair <u>Janet Woody</u>	Ms. Woody reported the Facilities Committee met on March 22, discussing the following: <ul style="list-style-type: none">• Master Plan – Mr. Firestine shared a very ambitious schedule from the architect firm Steinberg Hart/KEi of what they want to accomplish on the Master Plan for the Main Library. Mr. Firestine suggested Committee members should be broken up into two separate roles. Ms. Woody and Ms. Zwirner will be in the Action role and Mr. Graves and Ms. Carter-Gunter will be in the Advisory role.<ul style="list-style-type: none">○ Action Role – Members will attend all meetings and report information○ Advisory Role – Members will Oversee and watch the project progress○ All LBOT members will be involved throughout the entire process• A virtual Kick-off Meeting will be scheduled in the near future. Board members will be able to listen in on that meeting. Scott will send the Board a copy of the draft tentative dates by email.
Governance Chair <u>Emily Altman</u>	Ms. Altman reported there were no imminent recruiting needs at this time. She suggested when Board members start to network again it is always good to have a list of people to go to if something arises. She also mentioned when the Board members start to talk about the Strategic Plan to think about what skill gaps that will need to be filled with potential Board members.

UNFINISHED BUSINESS

- Strategic Plan – On hold
- Post-Covid – Working with Schools (September timeframe)

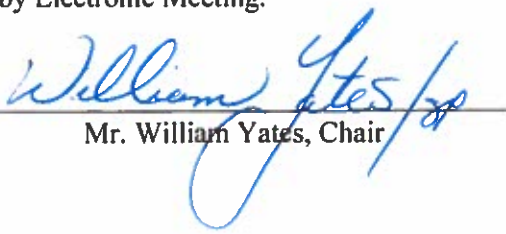
NEW BUSINESS

The Board discussed having the next meeting in-person. Mr. Yates will reach out to other Board members after RPL’s reopening to see about having an in-person meeting for April.

There being no further business, the meeting was adjourned at 12:30 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, April 28, 2021, by Electronic Meeting.

Approved: _____


Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant