



# Richmond Public Library Board

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



## Library Board Meeting Minutes July 28, 2021

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

**VIRTUAL:** Garrett Sawyer

**ABSENT:** Friends of the Library Chair Ruth DeBoer

**STAFF:** Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke Gianna Pack, Susan Revere, Jonah Butler

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. at the Main Library located at 101 E. Franklin Street, Richmond, Virginia. The public was noticed and could attend in person or 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 July 28, 2021 Agenda as submitted: <i>Motion: Gail Zwirner, Second by Christine Peterson</i>  <i>AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i>  Mr. Sawyer was absent during the vote.
<b>Consent Agenda</b>	Approve the June 23, 2021 Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Emily Altman, Second by Sheron Carter-Gunter</i>  <i>AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i>  Mr. Sawyer was absent during the vote.
<b>Public Comment Period</b>	None Present

### REPORTS

<b>Friends of the Library (FOL)</b>  <u>Clay Dishon</u>	In Ms. DeBoer's absence, Clay Dishon reported on the following: <ul style="list-style-type: none"> <li>• In the process of scheduling a Member Only sale on Saturday, August 28, 10:00 a.m. to 4:00 p.m. COVID safety protocols and available volunteers will play a factor in having the sale.</li> <li>• Annual Meeting – Tentative: Late September/October, depending on a speaker schedule.</li> <li>• Fall Book Sale – Tentative: November 5-6, 2021.</li> <li>• Half-Price Sale/Bag Sale for Educators only – Tentative: Mid to late November 2021.</li> <li>• In lieu of a Fall Book Drive for CY2021, the FOL will gather volunteers to do some weeding and straightening of the sale area. Also looking to gather a short list of charities that would be interested in a donation of books leftover from sales.</li> </ul>
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## REPORTS (CONTINUED)

<p><b>Library Foundation</b></p> <p><u>Susan Revere</u></p>	<p>Ms. Revere reported on the following:</p> <p><b>Foundation Update:</b></p> <ul style="list-style-type: none"> <li>• Participated in the Community Workshop on July 15, 2021. For anyone unable to attend, the Zoom recording was shared on the Library website and will go out to the LibraryAware list on July 30 with the assistance of East End Branch Manager Adam Zimmerli.</li> <li>• Ms. Revere encouraged Board Members to share the recording and suggest any feedback and input with her and Mr. Firestine.</li> <li>• Names will be pulled for the Survey Respondent prizes. Winners will be notified the end of July (319 individuals gave their contact information).</li> </ul> <p><b>Grant/Fundraising Activity:</b></p> <ol style="list-style-type: none"> <li>1. Mr. Firestine and RPL Technology Coordinator Nan Agaram submitted the E-Rate ARPA grant. Mr. Firestine reported RPL was working out some of the challenges with administering the funds for the laptops and hotspots. He also shared the grant request is for \$26,350.00. The funds will be used to purchase Envisionware hardware/software self-service scan/fax platform. Total cost of the project is \$40,555. RPL will provide the difference, \$14,205 from the RPL special technology funds or general operating funds.</li> <li>2. Foundation is grateful to Dominion Charitable Foundation, which awarded a \$1,500 grant to YAVA (Jenn Deuell) and \$1,500 to RVA Reads (Barbara Crump).</li> <li>3. Amazon Smile had 22 supporters of the Richmond Public Library, which is now up to 30 supporters. Please continue to share this opportunity with friends and family.</li> </ol>
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<p><b>Administration</b></p> <p><u>Scott Firestine</u></p>	<p><b>Highlights and Additions to Director’s Report:</b> Mr. Firestine reported on highlights and additions from the Director’s Report on the following:</p> <ul style="list-style-type: none"> <li>• There was good participation with library locations being vaccination sites.</li> <li>• Circulations numbers were starting to rise slowly. There is still a concern of the virus.</li> <li>• More planning of the in-person programs are in process.</li> <li>• There is Federal Legislation coming through this budget reconciliation for Build America’s Libraries Act. Funds would be used for construction and renovations of the library buildings.</li> </ul>
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## BOARD COMMITTEE REPORTS

<p><b>Chair</b></p> <p><u>William Yates</u></p>	<p>No Formal Report.</p> <p>Chair Yates mentioned the current LBOT’s focus should be around obtaining money that is available for the Master Plan and working with the City.</p> <p>The City sent out a survey to the community on how government funds should be spent once received. The discussion was around the Library not being listed as an option and the Board advocated a response to the City. Chair Yates suggested moving this topic to new business for further discussion.</p>
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<p><b>Finance Chair</b></p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No Formal Report.</p> <p>Mr. Sawyer mentioned the organization, Richmond Together, added in a Style Weekly Opinion article the importance of allocating dollars to address some of the needs within the Richmond Public Library. He also shared his vision of ARPA funds with Public Libraries.</p> <p>No questions were asked on the end of year Monthly and Operations Budget.</p>
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**BOARD COMMITTEE REPORTS (CONTINUED)**

<b>Facilities Chair</b> <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	Ms. Woody reported on the Public Event meeting with the architects, which was also recorded. The meeting attendance was low, but there was a lot of information and ideas that came out of the meeting. Ms. Woody encouraged members to watch the recording. The next day the Committee met with architects to review the discussion and decide what could work and what would not work out of the ideas presented at the meeting, then streamline the information even further. Parking was a big concern.
<b>Governance Chair</b> <u>Emily Altman</u>	No report.

**UNFINISHED BUSINESS**

No Unfinished Business discussed.

**NEW BUSINESS**

- Discussion: Having an in-person Work Session Meeting for August 18, 2021, at the Main Library in the Auditorium to discuss the 2022-2027 DRAFT Strategic Plan Goals and Objectives from the 2016-2021 Strategic Plan that will be in line with the Master Plan and funding requirements.

Approve an In-person Work Session Meeting to be Scheduled for August 18, 2021:

*Motion: Gail Zwirner, Second by Sheron Carter-Gunter*

**AYES: 7      NOES: 0      ABSTAIN: 0      Approved Unanimously.**

Mr. Sawyer and Ms. Peterson was absent during the vote.

- City of Richmond Survey Discussion: Ms. Peterson suggested doing a "Call to Action". She update the members on The American Rescue Plan Act, which a law passed by the United States Congress allocating \$154 million in federal relief funding to the City of Richmond. The City will receive it in two payments of \$77 million, a year apart. The City sent out a survey and the call to action is to have people complete the survey and share it widely with friends and family and ask them to share it, and so on.

The survey will run until August 9 to be completed, but needs to be done as soon as possible. After the survey closes, the City will put together a draft spending plan. Everyone has a chance to weigh in and then the final plan heads to Council for approval. The request will also go out on social media.

There being no further business, the meeting was adjourned at 1:06 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, August 18, 2021, for an in-person Work Session Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219, virtual resources will not be available.

Note: The next Regular Meeting scheduled will be held Wednesday, September 22, 2021. Chair Yates sent out an email on September 14, to change the meeting location to the Main Library (Gellman Room) located at 101 E. Franklin Street, Richmond, Virginia 23221.

Approved:   
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP  
Senior Executive Assistant