



Richmond Public Library Board

101 E. Franklin Street
Richmond, VA 23219
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Library Board Meeting Minutes September 22, 2021

PRESENT: Chair William Yates, Emily Altman, Sheron Carter-Gunter, Brent Graves, Janet Woody, Gail Zwirner

VIRTUAL: Barbara Burton

ABSENT: Vice Chair Christine Peterson, Garrett Sawyer, Friends of the Library Chair Ruth DeBoer

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Susan Revere, Jennifer Deuell

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:47 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.

Agenda	Approve the September 22, 2021 Agenda as submitted: <i>Motion: Emily Altman, Second by Gail Zwirner</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Consent Agenda	Approve the July 28, 2021 Regular Meeting Minutes, August 18, 2021 Working Session Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Sheron Carter-Gunter, Second by Gail Zwirner</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Public Comment Period	None Present

REPORTS

Friends of the Library (FOL) <u>Clay Dishon</u>	Due to technology difficulties, Chair Yates read Ms. DeBoer's Friends of the Library Report: <ul style="list-style-type: none"> • August 28 – The Friends held a Members Only Book Sale. The sale was switched to a "by appointment only" system about a week prior to the sale as the COVID statistics raised approaching the date. <ul style="list-style-type: none"> ○ The sale was busy early in the day there were 30+ new and renewing memberships. Proceeds from the sale also brought the Friends back "into the black" for the time being. • November 5-6: Fall Book Sale tentatively scheduled in some form. There has been discussion of doing an expanded by-appointment-only sale open to all, but with some expanded Member Only Sale time as well. • November 5: Tentative Annual Meeting scheduled the Friday evening of the book sale without a speaker. The plan is to have a more casual event and report to the membership at a small reception prior to the Friday evening sale time, which will coincide with the First Friday's evening. • Currently, there is no Fall Book Drive scheduled.
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REPORTS (CONTINUED)

<p>Library Foundation</p> <p><u>Susan Revere</u></p>	<p>Ms. Revere reported on the following:</p> <p>Foundation Update:</p> <ul style="list-style-type: none"> • The Annual Welcome Postcard Project – Will send out 2,800 cards the first week of October. The project goals include the following: <ul style="list-style-type: none"> ○ Establish the library as a member of the community ○ Serve as a trusted resource to individuals new to the neighborhood ○ Serve as proof of address in updating or applying for a Library Card ○ Create connections, and most importantly, create a community of library supporters and advocates • The <i>Commonwealth of Virginia Campaign (CVC)</i> is the annual charity drive of the employees of the Commonwealth of Virginia and kicks off September 28. If you are a state employee, or have friends and family who are, please consider asking them to support Richmond Public Library during the campaign: CVC Code <u>201299</u>. Additional Information and links will be available on the Foundation home page and a promo will go out via LibraryAware in the following weeks. • The Foundation welcomes Felix Schapiro as a new member to the Foundation Board. Mr. Schapiro is also a member of the Friends of the Board. The Foundation Board is delighted to welcome such a strong Library advocate. • <u>The Urban Fiction Experience</u> will be held in the Gellman Room from 11:00 a.m. to 3:00 p.m. on September 25. The program will highlight urban fiction at its finest with New York Times Best-Selling Author Nikki Turner, Richmond Poet Laureate Roscoe Burnems, and other notable urban fiction authors. The event features author workshops, readings, and a chance to talk with the authors. • The Foundation would like to thank Elliot Haspel and his colleagues at the Robins Foundation for their support of RPL’s program RVA Reads. The program was awarded a \$10,000 grant on September 21, 2021.
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<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Highlights and Additions to Director’s Report: Mr. Firestine reported on highlights and additions from the Director’s Report. He also reported on the following:</p> <ul style="list-style-type: none"> • RPL will not be receiving any ARPA money from the City of Richmond. • Stormwater Mitigation Project: Starting in the fall.
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BOARD COMMITTEE REPORTS

<p>Chair</p> <p><u>William Yates</u></p>	<p>No formal report.</p>
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No formal report.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

<p>Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p><u>Main Library Master Plan:</u> Ms. Woody reported the Facilities Committee had a virtual meeting on September 8 with the architects Steinberg Hart/KEi. The architects presented their plans to date. Ms. Woody expressed her dissatisfaction with the information that was presented and mentioned other members were also dissatisfied. The plan presented was unacceptable to present to the public at this time.</p> <p>Since the September 8 meeting, Mr. Firestine and City staff have had additional meetings to clarify the miscommunications of expectations with the architects. Mr. Firestine also suggested having the architects meet at the Main Library to go over the plans in person instead of having virtual meetings to help avoid further communication misunderstandings. Also there needs to be further discussion on expectations of deliverables and clarity of the contract. At this point in time, the architects have not delivered an acceptable product. There has to be an understanding by both parties that deliverables are correct and the Library is not paying for something they are not receiving.</p> <p>Ms. Zwirner suggested before communicating to the other Boards there should be some type of checklist to clarify the deliverables.</p> <p><u>Hull Street Branch Library Vehicle Crash:</u> Mr. Firestine reported the Library is open, but there are no events. Due to the extensive building damage and construction challenges, this could turn into an 18(+) month project before the building will be fully opened again.</p> <p><u>Main Library – Flooding:</u> September 16, 2021 – Flood in the basement area.</p>
<p>Governance Chair <u>Emily Altman</u></p>	<p>No formal report.</p>

UNFINISHED BUSINESS

- The Draft 2022-2027 Strategic Plan was tabled.
- Main Master Plan discussions remain ongoing.

NEW BUSINESS

Hours of Operation/Closures/Access/Staffing Discussion: Mr. Firestine gave an overview of where the Library is currently with staffing challenges. Staff have been pulling together to cover branches where professionals are working in paraprofessional positions and paraprofessionals are maintaining when needed. Mr. Firestine and the Management Team have been discussing teaming up branches to move people around to cover when needed.

The LBOT members had an in-depth discussion on operation options, concerns of hours of operations, and Branch closures if any, if staff requests are not filled or further denied.

There being no further business, the meeting was adjourned at 1:09 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, October 27, 2021, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: 
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant