



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



Library Board Meeting Minutes
December 1, 2021

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

ABSENT: Garrett Sawyer

STAFF: Scott Firestine, Clay Dishon, Attorney Laura Drewry, Cheryl Clarke, Gianna Pack, Susan Revere, Patrick DeRoche, 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 11:49 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 December 1, 2021 Agenda as submitted: <i>Motion: Christine Peterson, Second by Barbara Burton</i> AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.
Consent Agenda	Approve the October 27, 2021 Regular Meeting Minutes, Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Janet Woody, Second by Sheron Carter-Gunter</i> AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u> <u>Clay Dishon</u>	In Ms. DeBoer’s absence, Mr. Dishon reported on the Friends of the Library (FOL) Report: <ul style="list-style-type: none"> • The Friends will meet on December 1, 2021 at 6:00 p.m. • Donations are being accepted by appointment only. Donations are accepted if people show up without an appointment. • A monetary donation will be provided to RPL after the fall book sale. • December 11 – Bag Sale scheduled.

REPORTS (CONTINUED)	
<p>Library Foundation</p> <p><u>Susan Revere</u></p>	<p>Ms. Revere reported on the following:</p> <ul style="list-style-type: none"> • The Foundation received an <i>All of Us</i> Community Engagement Center Community Award in support of DPHS/RPL Partnership. This partnership responds to the needs of our patrons and will include: <ul style="list-style-type: none"> • 16 mobile medical outreach events over 5 months at 4 different Branches to increase access to healthcare and health resources. • Learning activities and health information resources from Network of the National Library of Medicine (NNLM). <i>All of Us</i> and NNLM to inform personal health and wellness decisions (Example: Detecting reliable health information online flier). • The 2021 Impact Report was mailed out November 18, 2021. • The Annual Fund effort is underway, with the letter going out mid-December. • We participated in #GivingTuesday this year with a series of emails sent to the Foundation list on LibraryAware highlighting patron stories.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Highlights and Additions to Director's Report: Mr. Firestine reported on the highlights from the Director's Report. He also reported on the following:</p> <ul style="list-style-type: none"> • Circulation is up approximately 4% over last year – Good News! • RPL, along with other localities, will participate in passing out COVID test kits. • Status of Zoom or In-Person Meetings-Ms. Drewry mentioned the City Clerk will be sending out the guidelines at the end of the month.
BOARD COMMITTEE REPORTS	
<p>Chair</p> <p><u>William Yates</u></p>	<p>No Formal Report.</p> <p>Mr. Yates mentioned:</p> <ul style="list-style-type: none"> • Door counts vs. pre-pandemic counts is continuously increasing, which speaks highly of staff making patrons feel safe and want to use the library. • E-content has gone up.
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No Formal Report.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Ms. Woody reported a more positive outlook with the architects than the last report. Working sessions with the architects have gotten better and more progress have been made both inside and outside of the building.</p> <p>The public meeting in December has been moved to January due to lack of time during the holiday season and give more time to prepare to answer the kind of questions that are anticipated from the public.</p>
<p>Governance Chair</p> <p><u>Emily Altman</u></p>	<p>No Formal Report.</p>

UNFINISHED BUSINESS

- Strategic Plan: Chair Yates asked the Chairs of each Committee to review the Draft 2022-27 Strategic Plan before the next meeting. The review will be at a meeting in mid-January 2022. Other members can send their comments to the Chairs for their consideration to be discussed. The ad-hoc Committee consists of William Yates, Emily Altman, Garrett Sawyer, Christine Peterson, and Scott Firestine.
- E-Books Legislation: Tabled until more information becomes available.
- Advocacy Work Session: Vice Chair Christine Peterson facilitated the advocacy work session with the LBOT members present. During the work session, members developed an initial two-pronged plan which will continue to iterate as the members learn more and engage with their respective Council Members. The plan focused on what do and what members say as they have meetings, and ways to engage more.

It was the consensus of the participating members for Vice Chair Peterson to consolidate everyone’s input, produce meeting notes, and send out notes for feedback prior to the January 26, 2022 meeting for follow-up discussion. Members should send further feedback to Vice Chair Peterson for coordination.

NEW BUSINESS

Approve the CY2022 LBOT Meeting Schedule as submitted with all meetings to take place at the Main Library for proper social distancing and until mandates are lifted.

Motion: Gail Zwirner, Second by Janet Woody

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

Approve the CY2022 RPL/COR Holiday closures as submitted and edit as needed.

Motion: Barbara Burton, Second by Gail Zwirner

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

There being no further business, the meeting was adjourned at 1:24 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, January 26, 2022, 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