



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
January 26, 2022

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

ABSENT: Attorney Laura Drewry, Friends of the Library Chair Ruth DeBoer, Susan Revere

STAFF: Scott Firestine, Clay Dishon, Cheryl Clarke, Gianna Pack, Phil Shephard

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:48am at the Main Library located at 101 E. Franklin Street, Richmond, Virginia. The public was noticed and could attend in person or by viewing the Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was live streamed. A quorum was established.

Agenda	<p>Approve the January 26, 2022, Agenda by Adding the Library Foundation and the Friends of the Library Written Reports into the Minutes as Amended: <i>Motion: Gail Zwirner, Second by Barbara Burton</i></p> <p style="text-align: center;"><i>AYES: 7 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i></p> <p>Mr. Graves and Mr. Sawyer were not present during the vote.</p>
Consent Agenda	<p>Approve the December 1, 2021 Regular Meeting Minutes with the change to remove Ms. Woody as a participant on the ad hoc Strategic Plan Review Committee as amended;</p> <p>and</p> <p>Approve the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Gail Zwirner, Second by Christine Peterson</i></p> <p style="text-align: center;"><i>AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i></p> <p>Mr. Sawyer was not present during the vote.</p>
Public Comment Period	None Present

REPORTS

<p>Friends of the Library (FOL)</p> <p><u>Ruth DeBoer</u> <u>Clay Dishon</u></p>	<p>Formal Report Submitted in Ms. DeBoer’s Absence:</p> <ul style="list-style-type: none"> • The Friends held three reasonably successful book sale in 2021: The summer limited admission Members-only Sale, a limited admission Fall Book Sale, and a well-received \$10/Bag Sale with s special offer for school teachers with IDs for \$2/bag. • The Friends have scheduled a Spring Book Drive for February 26. • A Spring Book Sale is tentatively scheduled for April 1-2. The Friends are looking for some volunteers for the Book Drive! • We are looking forward to receiving a funding “wish list” from RPL for our annual gift. Once we pay our operational bills, we expect to provide a gift this year of approximately \$10,000. • The next Executive Board of Directors meeting is scheduled for February 2, at 5:30pm (hopefully in person at Main Library).
<p>Library Foundation</p> <p><u>Susan Revere</u></p>	<p>Formal Report Submitted in Ms. Revere’s Absence: Foundation Update</p> <p><u>Retreat:</u></p> <ul style="list-style-type: none"> • The 3-Board retreat was postponed due to high COVID positivity and exposure rates. The Planning Team will closely monitor the current situation. Once a new date is established, a meeting planner will go out to all the members. An in-person meeting is absolutely essential to a successful retreat. Continued appreciation to Ms. Carter-Gunter and Ms. Altman for working on the Planning Team. <p><u>Supported Programming:</u></p> <ul style="list-style-type: none"> • Daily Planet Medical Mobile Unit (MMU) Program continues and is now rolled out at planned four RPL locations (Main, Ginter Park, Hull Street, and North Avenue). The next event is February 7 at the Main Branch (1-4pm). The MMU does have COVID testing on site, they are not distributing take-home tests. Program extended through the end of April due to circumstances on the Funder/NNLM side. • The 2022 Urban Fiction Experience is scheduled for May 21, 2022 (In-person event). • The Young Adult Virginia Author (YAVA) event is scheduled for April 23 (Hybrid event). <p><u>Grant Activity/Applications this Quarter (January-March 2022):</u></p> <ul style="list-style-type: none"> • REB Foundation (Through The Community Foundation) – <i>RVA Reads</i> • Commonwealth History Fund (Virginia Museum of History & Culture) – <i>Uniquely Richmond</i> • Tuckahoe Women’s Club Philanthropic Committee – <i>RVA Reads</i> • FINRA (Financial Industry Regulatory Authority) Foundation – <i>Financial Literacy</i> <p>Please contact Susan Revere at susan.revere@rva.gov if aware of any other upcoming grant opportunities.</p>

REPORTS (CONTINUED)

<p>Administration <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"> • COVID Update: Most of the Library locations have had some type of exposure with little to no impact of operations. Pairing up locations to support each other during staff shortages has been very successful. Lowering the quarantine period is helpful. Staff can return to work when not showing symptoms. Frequency of cases has gone down. • Circulation is remaining strong. Door Count is low due to operation hours and no in-house programs. Still monitoring the Omicron situation. Once the positivity rate goes down, as well as other monitored stats, in-house programs will resume. • Libraries have not received any Test Kits in a while.
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BOARD COMMITTEE REPORTS

<p>Chair <u>William Yates</u></p>	<p>Chair Yates reported that Vice Chair Peterson, Scott Firestine, Attorney Laura Drewry, and he had a virtual meeting with the City's Deputy Chief Administrative Officer Reginald Gordon and Chief Administrative Officer Lincoln Saunders on January 19. The meeting was to give them a heads up so they are not blindsided that the LBOT is moving forward with talking with their respective Councilmembers on advocacy and talk about the budget and where the Library fits within the City. He also explained the Budget was down 7% from where it was pre-COVID and would need about \$8M to resume the operation hours and staff to do what is needed. The meeting was well received, but there was no commitment.</p> <p>Chair Yates also mentioned there was some question regarding LBOT meeting in-person or remotely. Since there is adequate meeting space in the Auditorium of the Main Library, the LBOT will continue to meet in person with proper social distancing unless advance notice is given to have a virtual meeting prior to the monthly meeting.</p>
<p>Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No Formal Report.</p> <p>Mr. Firestine announced March 6 is when the Mayor is required to present his Budget to City Council. Chair Yates called a since of urgency for LBOT to take action.</p>
<p>Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Ms. Woody Reported on the following:</p> <ul style="list-style-type: none"> • The last meeting was disappointing with the information and drawings the architect shared on the Master Plan. • February 8: The next Facilities Committee meeting with the architect. <p>Mr. Firestine reported the Greening Richmond Public Libraries initiative is underway. There will be opportunities to volunteer to help plant. Ms. Clarke will send out a schedule to members.</p>
<p>Governance Chair <u>Emily Altman</u></p>	<p>No Formal Report.</p>

UNFINISHED BUSINESS

- **Strategic Plan:** The Draft of the 2022-2077 Strategic Plan is progressing. A draft will be sent to members to review and provide final comments prior to the February 23, 2022, Regular Meeting. The Strategic Plan should be ready to vote on at the February meeting.
- **Advocacy Work Session:** Vice Chair Peterson reviewed the first brainstorming session. She then led a discussion on engaging with Councilmembers following meeting guidelines. It is best to meet with no more than two Councilmembers or two LBOT members at a time. If more than two members of the same governing body meet, then it becomes a public meeting. All public meetings need to be noticed.

The members continued with a round table discussion on topics of timeline and engaging with their respective Councilmembers and Library Branch Managers in their districts. Members requested Mr. Firestine to produce an information sheet with budget and library needs to assist when having conversations with Councilmembers.

NEW BUSINESS

No New Business.

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

The next meeting will be held on Wednesday, February 23, 2022, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: 
Ms. Christine Peterson, Vice Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant