



**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**  
**February 23, 2022**

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

**ABSENT:** Chair William Yates, Garrett Sawyer, Friends of the Library Chair Ruth DeBoer, Cheryl Clarke

**STAFF:** Scott Firestine, Clay Dishon, Attorney Laura Drewry, Gianna Pack, Susan Revere, Phil Shephard

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair Christine Peterson at 11:46am 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.

<b>Agenda</b>	Approve the February 23, 2022, Agenda as submitted: <i>Motion: Gail Zwirner, Second by Barbara Burton</i>  <b>AYES: <u>6</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    <i>Approved Unanimously.</i>         Mr. Graves was not present during the vote.</b>
<b>Consent Agenda</b>	Approve the January 26, 2022 Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Gail Zwirner, Second by Sheron Cater-Gunter</i>  <b>AYES: <u>7</u>      NOES: <u>0</u>      ABSTAIN: <u>0</u>    <i>Approved Unanimously.</i></b>
<b>Public Comment Period</b>	None Present

**REPORTS**

<b>Friends of the Library (FOL)</b>  <u>Ruth DeBoer</u> <u>Clay Dishon</u>	Mr. Dishon reported the following in Ms. DeBoer’s absence: <ul style="list-style-type: none"> <li>• With the success of a few small book sales and a series of monetary donations, the FOL have had a decent income this year, balanced by not spending much for printing, mailing, and events. The FOL are pleased to be able to provide a gift to RPL of just more than \$10,000 this year. The funds will go towards the Summer Reading program.</li> <li>• February 26 - 9am to 2pm: Book Drive. Volunteers are needed for the 12pm-2pm shift. Anyone interested in helping can contact Paige Newman, Board member.</li> <li>• March 2: Monthly FOL Meeting.</li> <li>• April 1-2: Spring Book Sale.</li> <li>• The FOL sent fresh baked cookies to staff at each of the RPL Branches and Main for Valentines/Love Your Library month. It was greatly appreciated.</li> </ul>
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<b>REPORTS (CONTINUED)</b>	
<p><b>Library Foundation</b></p> <p><u>Susan Revere</u></p>	<p>Ms. Revere reported on the following:</p> <p>Retreat:</p> <ul style="list-style-type: none"> <li>• Foundation President John Ulmschneider will reach out to our 3-Board Retreat Planning Team to find a new date in early-mid spring when everyone is more comfortable with an in-person meeting.</li> </ul> <p>Supported Programming:</p> <ul style="list-style-type: none"> <li>• Consider joining Foundation Board Member Dontrese Brown for this evening’s RPL program “How the Lee Monument Came Down”, registration available on RPL’s website.</li> </ul> <p>Grant Activity/Applications this Quarter (January-March):</p> <ul style="list-style-type: none"> <li>• Commonwealth History Fund (Virginia Museum of History and Culture) – Grant will be submitted early March.</li> <li>• Delighted to share that the Tuckahoe Women’s Club Philanthropic Committee will award \$1,500 to RVA Reads.</li> <li>• Will not submit a grant to FINRA. Instead, will continue development of a financial literacy pilot program in partnership with Virginia Credit Union, a longstanding partner.</li> </ul>
<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 the highlights from the Director’s Report. He also reported on the following:</p> <ul style="list-style-type: none"> <li>• COVID19 Update: <ul style="list-style-type: none"> <li>○ Restoring furniture back in the Branches.</li> <li>○ Taking reservations for meeting rooms and study rooms.</li> <li>○ March/April: Target dates for in-house programming to start up again. Transition out of virtual meetings.</li> </ul> </li> <li>• National Library Week: April 3-9. Planning details are in process.</li> <li>• Master Plan: Mr. Firestine reported postcard invitations to the community meeting were mailed on February 17 (approximately 530) as well as an email blast was sent to all library card holders. The community input meeting is scheduled for March 1 at 6-7:30pm at the Main Library in the Auditorium.</li> </ul>
<b>BOARD COMMITTEE REPORTS</b>	
<p><b>Chair</b></p> <p><u>William Yates</u></p>	<p>No formal report.</p>
<p><b>Finance Chair</b></p> <p><b>Garrett Sawyer</b> <b>Scott Firestine</b></p>	<p>No formal report.</p>
<p><b>Facilities Chair</b></p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Ms. Woody reported on the following:</p> <p>Ms. Woody expressed excitement on the progress to date since the last meeting. There are still a lot of details that need to be worked out between now and the March 1 community input meeting. Ms. Zwirner is continuing to work through those details.</p> <p>Mr. Firestine added there will be additional renderings shown at the March community meeting. These renderings will show alignment of RPL’s goals and objectives, which aligns very well with the Strategic Plan. He also mentioned there was still room to gather information and feedback with the hope the public will see the direction RPL is moving towards, how it matches their needs, and inspire them to support it. It will take a significant investment of the City to achieve that design. Ms. Woody added, we should now be able to answer questions the public is wanting to know.</p>

**BOARD COMMITTEE REPORTS (CONTINUED)**

**Governance Chair**  
**Emily Altman**

- Ms. Altman reported on the following:
- Mr. Graves finished an unexpired term and is now up for reappointment. He has applied for consideration.
  - June: Chair and Vice Chair appointments shall each be elected by a majority of the Board to serve for a term of two years. Ms. Altman will reach out to Board members to see if they have any interest in serving. Voting will take place in the June meeting. The selected Chair and Vice Chair will take office at the July meeting.
  - Ms. Altman will not be in attendance in the April meeting.

**UNFINISHED BUSINESS**

Ms. Altman gave an overview of a more streamlined focused Strategic Plan before voting.

Approve the 2022-2027 Strategic Plan as submitted:

*Motion: Janet Woody, Second by Gail Zwirner*

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

**Advocacy:** Letters were mailed to Administration, Mayor’s Office, and Council members by Chair Yates and Vice Chair Peterson. The LBOT continued with a round table discussion on topics of timeline and engaging with their respective Councilmembers and Library Branch Managers in their districts. Vice Chair Peterson mentioned she would follow up with Mr. Sawyer to see where he was with Councilmember Robertson.

**Next Step:** Vice Chair Peterson will summarize members’ input from today’s meeting then prepare a Summary Update for the March meeting. She asked members to come to the next meeting prepared with advice and ideas on how to proceed, as well as what is needed from Mr. Firestine, Chair Yates, and Vice Chair Peterson.

**NEW BUSINESS**

**Materials Reconsideration Request Policy Review and Discussion –** Vice Chair Peterson put this item forward after attending an ALA symposium on censorship. Based on the seminar, this is a topic RPL should be aware of and be ahead of with a strong policy.

Mr. Firestine gave an overview that libraries are here to make information accessible, whether the information is liked or disliked. RPL currently has a strong Collection Development Policy. RPL Policies can be found: <https://rvalibrary.org/about/library-policy/>. Vice Chair Peterson asked Mr. Firestine to update the review date on the existing policy. Before changing the review date, Mr. Firestine asked members to also review the Policy. At that time, Vice Chair Peterson asked Ms. Woody and Ms. Altman to review the policy and report back at the next meeting.

There being no further business, the meeting was adjourned at 12:50pm by unanimous consensus from the members that were present in the meeting.

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

Approved: William E. Yates 3/23/22  
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP  
Senior Executive Assistant