



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
June 22, 2022

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

ABSENT: Attorney Laura Drewry, Clay Dishon, Cheryl Clarke, Susan Revere

STAFF: Scott Firestine, Gianna Pack, Phil Shephard, 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 11:45am 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	Approve the June 22, 2022, Agenda as submitted: <i>Motion: Barbara Burton Second by Emily Altman</i> AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. Mr. Graves and Mr. Sawyer were not present during the vote.
Consent Agenda	Approve the May 25, 2022 Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Christine Peterson, Second by Sheron Carter-Gunter</i> AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. Mr. Graves and Mr. Sawyer were not present during the vote.
Public Comment Period	None Present
REPORTS	
Library Foundation <u>Scott Firestine</u> <u>Susan Revere</u>	Mr. Firestine reported on the Library Foundation Report in Ms. Revere’s absence: Foundation Update: Mr. Firestine thanked everyone who donated this year. He announced the Foundation is closing in on the end of its fiscal year (June 30). He also announced if anyone has not already done so to please consider supporting the Richmond Public Library through a donation to the Foundation. Grant Activity/Partnership Updates: <ul style="list-style-type: none"> • The Foundation will submit a grant request to the Robins Foundation to expand the impact of the Library’s highly successful RVA Reads Program. Notification of awards will occur in September.

REPORTS (CONTINUED)

<p>Library Foundation (Continued)</p> <p><u>Scott Firestine</u> <u>Susan Revere</u></p>	<ul style="list-style-type: none"> • The Foundation applied for a grant to the R.E.B. Foundation through the Community Foundation in support of RVA Reads. Notification will occur in September. <p>The Foundation will apply to the Commonwealth Virginia Campaign again this year. Last year the Foundation received \$500 in donations through this opportunity.</p> <p>Mr. Firestine reported there was a full Foundation Board meeting that met at the North Avenue Branch Library on June 8. A budget was set up for FY23 and the Gift Policy for the Foundation is being updated. Overall the Foundation has about \$1M in assets. The meeting was finished with the tour of the storm water gardens. An appreciation luncheon for volunteers working at each site of the storm water gardens is in the process. Stay tuned for more details.</p>
<p>Friends of the Library (FOL)</p> <p><u>Clay Dishon</u> <u>Ruth DeBoer</u></p>	<p>Ms. DeBoer reported on the Friends of the Library Report:</p> <ul style="list-style-type: none"> • The Friends of the Library fiscal year is off to a good start. • Had a successful bag sale along with cash donations. • New Board Members are starting; still looking for a few more new members. • No July meeting. • Annual Meeting and evening book sale – November 4. • Currently not taking any donations, but will announce when starting back up.
<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 and Statistical Report as follows:</p> <p>Mr. Firestine reported the circulation numbers are up and at most locations surpassing 2019. Some of the other locations have challenges, but he is very optimistic they will catch up.</p> <p>Covid is still around. There have been a couple of locations where staff have been exposed and became positive. City Administration advised all staff to wear masks in the buildings, but it is not a mandate. Sites are still distributing masks and Covid tests when available.</p> <p>July’s meeting location was scheduled at the Belmont Branch Library. It has a very small meeting room. Mr. Firestine recommended meeting at another location or the Main Library. The members agreed to meet at the North Avenue Branch Library if available.</p> <p>At the May 25 LBOT meeting, Ms. Carter-Gunter asked Mr. Firestine about how the Marketing was done for the Urban Fiction Experience. Mr. Firestine reported an ad was taken out in the Free Press, advertised on several websites, several social media platforms (Facebook, Instagram, Twitter, NextDoor, etc.), handouts and posters at each library location.</p> <p>Website Newsletter: The RPL@Home has not been used since the Libraries opened back up, but it will restart in the late July timeframe. Once the layout and timeline is complete, staff will also make some hard copies to have available.</p> <p>Mr. Firestine passed out the One Pager thank you sheet, which was requested from May 25 meeting. This document will assist LBOT members when they reach out to their respective Councilmembers to thank them for all of the support given to the Library during the Budget workshops. It also displayed the new operation hours of the Main Library and the Branches.</p> <p>Mr. Firestine will provide an update on the Master Plan Conceptual Design to all LBOT, Foundation, and Friend members on June 29 at 4:00P—All are welcome to attend.</p>

BOARD COMMITTEE REPORTS

<p>Chair Report <u>William Yates</u></p>	<p>Chair Yates followed up on his written report from the May 25 meeting when he was absent. He mentioned there was some confusion on not getting information and was not positive on the Master Plan from members of the Foundation. Chair Yates stressed that Mr. Firestine did a fine job with updating everyone.</p> <p>Chair Yates clarified the role of the Foundation Board is to support the Library and is a fundraising organization to support the mission that the LBOT decides on and moves forward with. He also mentioned the Foundation members can support the mission even though they do not agree with it, or they can move over for those who will support the LBOT mission. The Foundation Board is not a governing board. Vice Chair Peterson added that Mr. Firestine’s focus should be on working with the City to get the money as fast as possible to get going. She also added William Yates, Ruth DeBoer, and John Ulmschneider should run interference when disagreements or disgruntle comments are made regarding the Master Plan Conceptual Design, not Mr. Firestine.</p> <p>Chair Yates also clarified the City is in the middle of Collection Bargaining. He wanted to make it clear that this was not within purview of the LBOT. It is a City/HR function and there is nothing for the LBOT to be involved with.</p> <p>On an added note, Chair Yates mentioned the LBOT focus should be on advocacy, funding for the Conceptual Design/Master Plan, programs for the schools, Early Literacy, and move away from the day-to-day operations of the Library.</p>
<p>Finance Chair <u>Scott Firestine</u> <u>Garrett Sawyer</u></p>	<p>Mr. Firestine reported the fiscal year ends June 30, 2022. Requisitions stopped mid-May. Purchase Orders are being paid out by the end of the fiscal year. Operations and personnel spending are looking good. Overall RPL is at 97.4% spending the budget, where it should be. Right on target. Mr. Firestine pointed out the Personnel Budget is high due to there being two more pay cycles and pay raises and cost of benefits.</p> <p>He also mentioned a concern with the Book Budget. We were behind with the ordering, but caught back up and are on track. The Operation Budget is on track and heading into the new fiscal year in a positive direction.</p> <p>Still waiting on the Waiver response at the state level.</p>
<p>Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Ms. Woody reported still in the process of waiting on the Master Plan document. It was decided not to continue to call the document The Master Plan, but to start calling the document Conceptual Design for Renovation of the Main Library.</p> <p>Ms. Woody noted there was a 2009 renovation plan where it mentioned the Main Library and the needs to renovate the building. The Conceptual Design for Renovation of the Main Library is not a new process. It came from that 2009 document.</p>
<p>Governance Chair <u>Emily Altman</u></p>	<p>Ms. Altman announced Brent Graves was appointed to his first full term, to start July 1, 2022 thru June 30, 2026, after completing a partial term.</p> <p><u>Elections:</u> Motion to reappoint William Yates as Chair of the LBOT to serve a 2 year term, starting July 1, 2022 thru June 30, 2024. <i>Motion: Emily Altman, Second by: Garrett Sawyer</i></p> <p align="center"><i>AYES: 9 NOES: 0 ABSTAIN: 0 Approved Unanimously.</i></p>

BOARD COMMITTEE REPORTS (CONTINUED)

**Governance Chair
(Continued)**

Elections:

Motion to appoint Sheron Carter-Gunter as Vice Chair of the LBOT to serve a 2 year term, starting July 1, 2022 thru June 30, 2024.

Emily Altman

Motion: Emily Altman, Second by: Gail Zwirner

AYES: 9 NOES: 0 ABSTAIN: 0 Approved Unanimously.

UNFINISHED BUSINESS

Ms. Peterson reported wrapping up this years' budget advocacy with LBOT members reaching out to their respective Councilmembers to thank them for their support using the One Pager Mr. Firestine provided (not ask for money). Continue to build on the relationship. Chair Yates also suggested not bringing up the Conceptual Design of the Main Library and to just focus on the budget support and what RPL is going to do with the money that was allocated.

NEW BUSINESS

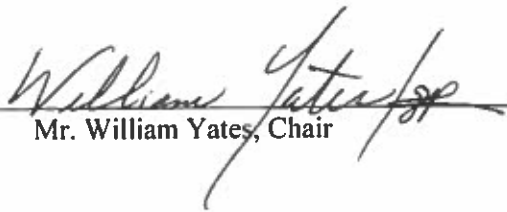
Ms. Peterson led a discussion on Early Literacy. She put a team together, which included Dr. Joan Rhodes, Chairperson of VCU's Reading and Early Education Department, Dr. Cynthia Hutchinson, Director of VCU's Literacy Institute/Excel, and Dr. Tamilah Richardson, Director of Early Childhood Learning of the Virginia Department of Education. This team will work with RPL Youth Services Librarian Beth Morris on programs for early literacy for all children in the City of Richmond to be prepared to enter school with the skills necessary for success.

Ms. Peterson is leading three facets of Early Literacy. First, working with the experts above. Second, identifying libraries with strong early literacy programming, which Mr. Firestine will be exploring libraries while attending the ALA conference with the same focus. Mr. Firestine will also be following up with the Martin Luther King Library in Washing, DC. Third, Ms. Peterson will be looking at partners with early literacy goals to have a well-rounded resource guide for partners and parents to have a resource guide in early education. Once Ms. Peterson has gathered more information, she will report back to the LBOT members in 3-4 months.

There being no further business, the meeting was adjourned at 1:14pm by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, July 27, 2022, for a Regular Monthly Meeting at the North Avenue Branch Library located at 2901 North Avenue, Richmond, Virginia 23222, if the meeting room is available. Ms. Pack will confirm meeting room location with the members.

Approved:


Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant