



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
October 26, 2022

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

STAFF: Scott Firestine, Attorney Laura Drewry, Clay Dishon, Gianna Pack, Cheryl Clarke, Susan Revere, 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 11:46am 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.

Agenda	Approve the October 26, 2022, Agenda. <i>Motion: Barbara Burton, Second by Sheron Carter-Gunter</i> AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously. <i>Mr. Sawyer was not present for voting.</i>
Consent Agenda	Approve the September 28, 2022, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Janet Woody, Second by Barbara Burton</i> AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously. <i>Mr. Sawyer was not present for voting.</i>
Public Comment Period	None Present

REPORTS

Friends of the Library (FOL) <u>Ruth DeBoer</u> <u>Clay Dishon</u>	Ms. DeBoer reported on the Friends of the Library Operations: <ul style="list-style-type: none"> • Overwhelming response to the September 17 Book Drive. • The Fall Book Sale is schedule starting on November 4-5, which will coincide with the FOL Annual Meeting. Guest speaker architectural critic/writer Mr. Edwin Slipek will discuss “<i>The Library’s Architectural Evolution</i>” in the Special Collections Room at 5:30pm. • The FOL email newsletter went out in early October. • The FOL are working on a new formalized process with Library staff on incoming book donations to see which books can be possibly included into Special Collections or if needed in circulation.
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REPORTS (CONTINUED)	
<p>Library Foundation</p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Ms. Revere reported on the Library Foundation Operations:</p> <p><u>New Board Member Announcement:</u> The Foundation welcomes new Board Member Maria Juliana Villa. Ms. Villa brings expertise in communications.</p> <p><u>Foundation Update:</u></p> <ul style="list-style-type: none"> • The Foundation Impact Report is going out early November in paper copy and shortly thereafter via Library Aware. • The Foundation is hosting a reception prior to the November 15 ReadUp event. Invitations were mailed and emailed. <p><u>Grant Activity/Partnership Updates:</u></p> <ul style="list-style-type: none"> • The Foundation received a \$6,000 Grant from The Dominion Energy Foundation, which \$3,000 is directed to support the Young Adult Virginia Author program (YAVA) and \$3,000 is directed to support the purchase of books for RVA Reads. • The \$60,000 RVA Reads expansion grant received from the Robins Foundation is rolling out in November with a new job posting for a PT position working with Ms. Barbara Crump. The position is currently being posted.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<p><u>Director's Report:</u> In addition to the items submitted on the Director's Report in the Board Packet, Mr. Firestine reported on the following:</p> <ul style="list-style-type: none"> • October 10: Staff Development Day – All Libraries closed and staff met at the Main Library. A committee of library staff organized the day's events. Very successful. • November 14: City Council and Mayor Levar Stoney will present the Library with a joint Proclamation on the 100th Anniversary of the Library's services. • November 15: The Read Up event and launch of the RPL100 Anniversary will take place. • "The Conjuror Revealed" artwork by Artist Rob Womack that was approved at the LBOT Regular Meeting on March 23, 2022, was installed in the Special Collections Room in early October. Mr. Firestine offered a tour to members after the meeting. • Stats: Circulation tends to trend upward, still concerned about Door Count, and computer usage has not bounced back from pre-pandemic levels.
BOARD COMMITTEE REPORTS	
<p>Chair Report</p> <p><u>William Yates</u></p>	<p><u>Chair Report:</u></p> <p>Chair Yates mentioned Advocacy needs to be happening on a consistent, continual basis. Chair Yates asked Mr. Sawyer to lead an advocacy taskforce along with Ms. Carter-Gunter. They will work on a plan and a process as well as get community members involved. It is important Mr. Sawyer or Ms. Carter-Gunter is involved when meeting with the LBOTs' respective Councilmembers to keep a clear and concise message.</p> <p>Mr. Yates discussed wrapping up the first step of the Master Plan of receiving the Master Plan final report from the architects as soon as possible so it can move to the CIP step. He also mentioned when talking about the CIP, for members to think about additional changes at the Branch level. Last renovations were 4-5 years ago and changes are needed to keep up with the needs of the community they serve.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

<p>Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported the architects should deliver their final report by November 10. The Master Plan’s goal is to identify goals, service opportunities, critical issues, and challenges. The Master Plan gives us an opportunity to dream big—assess what we want to have, explore data, survey users needs and desires. Mr. Firestine also explained the four critical processes of the CIP, which included a Master Plan, a Design/Schematic Development, the RFP bidding process, and lastly, construction.</p> <p>Mr. Firestine reported East End Branch Library will begin its storm water mitigation and landscape enhancement project in January 2023, weather permitting. More information and volunteer opportunities are forthcoming.</p>
<p>Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>Mr. Sawyer reported the budget is on track.</p> <p>Mr. Firestine reported on the first quarter with housekeeping details looking good, second quarter started in October, and now the City is starting to prepare for the FY2024 Budget cycle. Mr. Firestine will call a meeting of the Finance Committee to discuss where the Library is currently and the direction it wants to move into while focusing on the Strategic Goals with Children Literacy being priority.</p>
<p>Governance Chair <u>Emily Altman</u></p>	<p>No formal report.</p>
<p>Early Literacy Presentation <u>Christine Peterson</u></p>	<p>Ms. Peterson created a document depicting the stats of the 2022 Summer Reading Program for the LBOT members to use when corresponding with their respective Councilmembers. The members agreed the document showed a unified message from the Trustees. Ms. Peterson will get pictures to add to the document and send to Ms. Pack for distribution to all members.</p> <p>Chair Yates mentioned if the document is altered in any form as well as members receiving responses, to please send a copy to Mr. Sawyer. This is an opportunity for the Councilmembers to publish the information in their newsletters or at their meetings.</p>

UNFINISHED BUSINESS

From previous discussions of the E-Rate Grant for laptops, Ms. Carter-Gunter inquired as to when patrons can start checking out laptops. Mr. Firestine reported the laptops were in process of being configured before being sent to the branch libraries. When the project is complete there will be 15 laptops per location and patrons will be able to check them out of the library for a 2-week period. Mr. Firestine is updating the checkout policy for this equipment. The updated policy will be ready at the December 7 meeting for the LBOT members to review and approve.

Ms. Burton inquired about disinfecting and cleaning protocols for the Libraries. Ms. Clarke responded there are Lysol wipes, hand sanitizer, and masks available at all sites as well as a cleaning person for the building, but all fogging and extra sanitization efforts employed early during the Covid-19 pandemic has stopped.

NEW BUSINESS

No New Business Discussed.

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

There being no meeting in November, the next meeting will be held on Wednesday, December 7, 2022, for a Regular Monthly Meeting at the Hull Street Branch Library located at 1400 Hull Street, Richmond, Virginia 23224.

Approved:


Mr. William Yates, Chair

*Recorder: Gianna Pack, CAP
Senior Executive Assistant*