



Richmond Public Library
Library Board of Trustees
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Library Board Meeting Minutes
December 7, 2022

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

ABSENT: Emily Altman, Gail Zwirner, Friends of the Library Chair Ruth DeBoer

STAFF: Scott Firestine, Attorney Laura Drewry, Clay Dishon, Gianna Pack, Cheryl Clarke, Susan Revere, Meldon Jenkins-Jones, Nan Agaram

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 Hull Street Branch Library located at 1400 Hull Street, Richmond, Virginia 23224. The meeting was noticed and the public could attend in person. A quorum was established.

Agenda	Approve the December 7, Agenda. <i>Motion: Sheron Carter-Gunter, Second by Barbara Burton</i> <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> <i>Mr. Graves was not present for voting.</i>
Consent Agenda	Approve the October 26, 2022, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Christine Peterson, Second by Garrett Sawyer</i> <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> <i>Mr. Graves was not present for voting.</i>
Public Comment Period	None Present
REPORTS	
Friends of the Library (FOL) <u>Clay Dishon</u> <u>Ruth DeBoer</u>	Clay Dishon reported on the Friends of the Library Operations in Ms. DeBoer's absence: <ul style="list-style-type: none"> • The full Board Meeting will be held December 7 at the Main Library. • The Friends membership continues to increase with each sale. • The Friends will be organizing a special Bag Sale on January 6-7, 2023, and will organize a special discount for teachers (considering \$5/bag, regular price \$10/bag).

REPORTS (CONTINUED)

Library Foundation	Ms. Revere reported on the Library Foundation Operations:
<u>Susan Revere</u> <u>Scott Firestine</u>	<p>Foundation Update: Since the last Foundation meeting in October, both the Impact Report and the Annual Fund letter have been sent out to library supporters. If you have not already done so, the Foundation appreciates your consideration in making an end of year donation to support Richmond Public Library.</p> <p>The Foundation is designing a fundraising event with Maya Smart to benefit RPL’s Early Childhood Literacy programs and initiatives. After discussion with the Foundation Executive Committee and Board, additional information will be forwarded as it becomes available.</p> <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • The R.E.B. Foundation gave a \$10,000 grant in support of RVA Reads. This grant represents an increase of \$2,500 over the 2021 award and will be used to purchase books for the program’s expansion.
Administration <u>Scott Firestine</u>	<p>Director’s Report: 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"> • The ReadUp! and RPL100 Kickoff was a big success, the reception was very nice, the author talk was wonderful, and the author sold and signed a lot books that night. Mr. Firestine thanked members that attended. • The Oral History Project will start in a couple of weeks. Flyers are out asking people as well as staff and board members to share their experiences and memories of Richmond Public Library. These will be shared by video and transcription, which will become a record for future use during National Library Week.

BOARD COMMITTEE REPORTS

Chair Report <u>William Yates</u>	<p>No formal report. Chair Yates thanked Vice Chair Sheron Carter-Gunter for attending the City Council Meeting and accepting the 100th Anniversary of the Richmond Public Library Proclamation in his absence.</p>
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	<p>Mr. Firestine reported the current Budget is on track with the expenditures.</p> <p>Mr. Firestine also reported on attending a Whiteboard Session with Budget and Finance on November 15, 2022. At the meeting the following items were discussed and a memo will be presented:</p> <ul style="list-style-type: none"> • Goals and Objectives • Restore staffing level to 2019 levels • Broad Rock Branch Library will start Sunday service hours January 8, 2023 • Door Counts are down because we cannot restore programs due to lack of staff • Operation hours, at this time, cannot be supported with existing FTE’s • To be back to where RPL needs to be: \$1.3M ask • Board has challenged to address a quiet community crisis: Early Literacy. An Early Literacy Coordinator position needs to be funded

BOARD COMMITTEE REPORTS (COTINUED)

Advocacy Task Force <u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u>	<p>Mr. Sawyer thanked Christine Peterson for starting the discussions on advocacy and bringing it to a point where it is a strong focus of the Board. Last year made an impact by members reaching out to their respective Councilmembers. He also emphasized there is a lot of work to be done with even more opportunity to tell the story of the Library and what we are doing, as well as the needs to get there.</p> <p>Mr. Sawyer presented a communications strategy to the members. Step-by-step and month-by-month of action items to be completed so the members are presenting a consistent, concise, and united message. Mr. Sawyer will send out monthly communication reminders on the subject to discuss when reaching out to respective Councilmembers. Also, he mentioned to invite respective Councilmembers to take a tour of their District library facility if they have not done so already, encourage them to get a library card, and take a picture with them if possible. There is also opportunity to start networking with Richmond Public Schools.</p>
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	<p>Mr. Firestine passed out copies of the final version of the Master Plan presented by architects. He gave an overview of the document, which was five years in the making. He gave a high level overview with a satisfactory rating.</p> <p>Mr. Firestine reported the next step was for the Board members to review the document in depth and come back to the January 25, 2023, meeting with questions and further discussion if needed, then vote to accept or deny the Master Plan as written by the architects.</p>
Governance Chair <u>Emily Altman</u>	No formal report.

UNFINISHED BUSINESS

After discussion of the 6.3 Mobile Device Lending Program Policy and Mobile Device Borrowing Agreement, Chair Yates called for a motion to Approve the 6.3 Mobile Device Lending Program Policy and Mobile Device Borrowing Agreement as submitted.

Motion: Christine Peterson, Second by Garrett Sawyer

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

NEW BUSINESS

Chair Yates called for a motion to Approve the Library Board of Trustees' Meeting Schedule of dates and locations as submitted with changes as needed.

Motion: Sheron Carter-Gunter, Second by Janet Woody

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

Chair Yates called for a motion to Approve the Calendar Year 2023 RPL Holidays and Library Closings that are also recognized by City of Richmond with adjusting October 9 as Professional Development Staff Day.

Motion: Sheron Carter-Gunter, Second by Garrett Sawyer

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

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, January 25, 2023, for a Regular Monthly Meeting at the East End Branch Library located at 1200 North 25th Street, Richmond, Virginia 23223.

Approved: 
Mr. William Yates, Chair

*Recorder: Gianna Pack, CAP
Senior Executive Assistant*