



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 22, 2023

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

ABSENT: Christine Peterson, Gianna Pack

STAFF: Scott Firestine, Attorney Laura Drewry, Clay Dishon, Cheryl Clarke, Susan Revere, Heather Montgomery, Phil Shephard, Jennifer Deuell, 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 Broad Rock Branch Library located at 4820 Old Warwick Road, Richmond, Virginia 23224. The meeting was noticed and the public 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 February 22, 2023, Agenda. <i>Motion: Gail Zwirner, Second by Sheron Carter-Gunter</i> AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. Mr. Sawyer was not present for the vote.
Consent Agenda	Approve the January 25, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Emily Altman, Second by Janet Woody</i> AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. Mr. Sawyer was not present for the vote.
Public Comment Period	None.

REPORTS

Friends of the Library (FOL) <u>Clay Dishon</u> <u>Ruth DeBoer</u>	Mr. Dishon reported on the Friends of the Library Operations in Ms. DeBoer’s absence: <ul style="list-style-type: none"> • March 1: RPL FOL Board Meeting – Main Library • March 11: Book Drive • March 14-15: Book Sale • In the process establishing a committee consisting of the FOL Board members organizing Friends and Library volunteers to participate in RVA Reads; reading to the children at a library or other locations reading to children. • There are lots of books that need to be removed from the Book Sale area. Ms. DeBoer asked members if they knew anyone interested in needing donations, to let the Friends know.
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REPORTS (CONTINUED)	
Library Foundation <u>Susan Revere</u> <u>Scott Firestine</u>	<p>Ms. Revere reported on the Library Foundation Operations:</p> <p>Foundation Update: Ms. Revere thanked everyone who responded to the “Save the Date” for the Maya Smart event.</p> <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • In December, the Library hired Tammie Woodson to work with Barbara Crump on the RVA Reads expansion. • The Foundation continues to seek funding from local, regional, and national foundations related to Early Childhood Literacy.
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"> • RPL Circulation E-Content set a record this month. This content includes, Overdrive, Hoopla, Libby, and other resources being accessed through the website. • Adding to the North Avenue Branch Library update: Waiting on Risk Management to issue a Purchase Order for the contractors to proceed to work in the building.
BOARD COMMITTEE REPORTS	
Chair Report <u>William Yates</u>	No formal report.
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	<p>Mr. Firestine mentioned the Mayor would be presenting his budget on March 6. The budget will then be turned over to City Council for their review and discussion through work sessions and should be finished by June 2023.</p> <p>When discussing the FY23 Operating Budget, Mr. Firestine mentioned the book purchasing is at approximately 30% this fiscal year and it should be further ahead. This is a top priority in the next 60 days to get spent out. Book purchasing issues were caused by the vendor’s system being hacked, general supply chain issues, and vendor prioritizing retail over libraries. The plan is to get caught up by May 1.</p>
Advocacy Task Force <u>Sharon Carter-Gunter</u> <u>Garrett Sawyer</u>	<p>Ms. Carter-Gunter reported on ways of better serving the Hispanic community by getting the word out of what the Library has to offer through various media resources. She also suggested having a one sheet “Did You Know” fact sheet that lists items one can get from the library and do at the library.</p> <p>Mr. Sawyer discussed the advocacy plan for the rest of February and into March. Mr. Sawyer will send an email to Ms. Pack to disseminate among the LBOT.</p>
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	No formal report.
Governance Chair <u>Emily Altman</u>	Ms. Altman gave a general update on appointments and terms. There are three appointments eligible for reappointment in 2023, one appointment eligible for reappointment in 2024, and one term will finish in 2024.

UNFINISHED BUSINESS

Ms. Burton inquired if RPL had a mobile library. Mr. Firestine explained RPL does not have a mobile library, but is hopeful it could happen in the future. The challenge would be staffing with a driver and a library associate.

Ms. Carter-Gunter inquired if there was a way to get a library card without going into a library building? A person can get an on-line library to start accessing resources on line. When the person goes into the library their information is in the system and can get a physical library card. Ms. Woody requested having a demonstration on an electronic card and resources for a future meeting.

Ms. Woody inquired if there was any feedback from the public on RPL100 History display panels. Mr. Firestine shared that the Main Security Officer was noticing people reading the panels, taking pictures, and discussing among themselves when viewing. Ms. Woody also asked if there was going to be a printed version. Ms. Deuell responded Ben Himmelfarb is working on a presentation for the RPL 100, which may have some of the panels incorporated, but the panels are on the website.

Mr. Firestine encouraged members to set up an appointment at their local library to participate in an oral history to talk about the library and past board members included.

NEW BUSINESS

No New Business Discussed

There being no further business, the meeting was adjourned at 12:33pm by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, March 22, 2023, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: Sharon Carter-Gunter
Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant