



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
March 22, 2023

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

ABSENT: Chair William Yates, Attorney Laura Drewry, Friends of the Library Chair Ruth DeBoer, Gianna Pack

STAFF: Scott Firestine, Clay Dishon, Cheryl Clarke, Susan Revere, Jennifer Deuell, Phil Shephard,

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair Sheron Carter-Gunter at 11:46am at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219. 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 March 22, 2023, Agenda. <i>Motion: Gail Zwirner, Second by Barbara Burton</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> Mr. Sawyer was not present for the vote.
Consent Agenda	Approve the February 22, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Christine Peterson, Second by Emily Altman</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> 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 Book Drive was good. • April 5: Friends Board Meeting – Main Library • April 14-15: Book Sale • The Friends will be changing its fiscal year 2024 to begin July 1 and moving forward to match the City’s fiscal year. This year will be longer to accommodate the change. • The Friends will give a \$21,500 gift to go towards RPL Programs for fiscal year 2024.

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>Foundation Update: Planning for the Maya Smart event continues, and Board members will see their invitations shortly.</p> <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • The Foundation is thankful to Virginia Credit Union, which is our Maya Smart Book Sponsor (\$5,000) and to TowneBank Foundation, which donated in support of RPL’s summer School Readiness Camps. • The Foundation thanks Board Member Christine Peterson for her tireless work in assisting with Foundation research and conversations related to early childhood learning at RPL.
<p>Administration</p> <p><u>Scott Firestine</u></p>	<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"> • March 27: Update on North Avenue Branch Library – The moving company will move furniture to the Main Library for storage so contractors can begin repairs, drywall, etc. • There are a lot of programs starting in April 2023 to include the Maya Smart event, 100th Anniversary events planned, and a Rosa Bowser presentation • Staff is putting the finishing touches on National Library Week. Ripple will be visiting story times throughout the Branches. • April 22: YAVA Event.
<p>Advocacy Task Force</p> <p><u>Sharon Carter-Gunter</u> <u>Garrett Sawyer</u></p>	<p>Mr. Sawyer will send out Advocacy communication through Ms. Pack to disseminate among the members for the month of April.</p>
<p>Early Literacy Update</p> <p><u>Christine Peterson</u></p>	<p>September 28, 2022, Ms. Peterson presented to the LBOT an urgent need for RPL to help the City’s birth to 5 year olds. Among the many statistics Ms. Peterson laid out, the most disturbing statistic was that while 42% of Virginia rising kindergarteners were not ready to start school, the City of Richmond’s figure was 57%. The LBOT voted unanimously to make this a priority. With just 2.5 months away from the beginning of summer, Ms. Peterson shared the progress to date. Everything has been done in collaboration and in support of RPL Children’s Leader Beth Morris, Library Director Scott Firestine, and the Foundation.</p> <p><u>Plan:</u> AIM (Amplify our efforts with partners, Initiate new efforts, and do More with our existing activities). RPL is well on its way in large part because of the community of partners Ms. Morris and Ms. Peterson have been developing relationships with.</p> <p><u>Examples include:</u> 1) Working with the CMORE, piloting a multi week prep for rising kindergarteners. This could reduce the unfortunate summer slide in 5 year olds. 2) Teaming up with EXCELL to do twice a month family fairs/carnivals. It is critical to engage the family. These events on Saturdays and/or Sundays will have family activities, entertainment, and resources. The resources include a myriad of partners such as RPS for school sign up. 3) Finally, the LBOT agreed with Ms. Altman who reminds us that Saturday and/or Sunday programming is necessary for working families. RPL will be introducing all kinds of weekend programs. These are highlights and Ms. Morris has done an amazing job pumping up all RPL can offer.</p>

REPORTS (CONTINUED)

<p>Early Literacy Update (Continued)</p> <p><u>Christine Peterson</u></p>	<p>Obstacles: When Ms. Peterson talked to the LBOT in January 2023, RPL was struggling with money and people to make all this work. On the people front, Mr. Firestine has pushed through two paid summer intern positions. Ms. Peterson is working with VCU, VSU, UVA, JMU, and William and Mary University to encourage applications from undergrad/graduate students in education or related children’s literacy fields. This is the first time RPL has done this and hopeful it will benefit the interns as much as it benefits RPL. The budget side is harder. Ms. Revere and Ms. Peterson have been reaching out to local foundations. Ms. Revere and the Foundation have been hard at work on the Maya Smart effort to build value among organizations and individual funders. Mr. Firestine is trying to find any spare dollar in this year’s budget that could be redirected to this effort. We are all working smoothly together and spending lots of time making sure all is aligned and moving in the same direction. While there is no money solution yet, the team is doing the right things.</p> <p>Mr. Firestine was right when he told us this age group was a vital one for RPL. This is going to be a rich and productive summer improving the lives of families and children in our City.</p> <p>Vice Chair Carter-Gunter mentioned the Virginia’s Funders Network could be a valuable resources to Ms. Revere and Ms. Peterson to pursue.</p>
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BOARD COMMITTEE REPORTS

<p>Chair Report</p> <p><u>William Yates</u></p>	<p>No formal report.</p>
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the 2024 Proposed Budget Adjustments:</p> <ul style="list-style-type: none"> • Staff increase • 8% Salary increase • Eliminating paid parking • Expand Operational Hours for Broad Rock, Main, Ginter Park, and West End libraries • Camera for security and monitoring <ul style="list-style-type: none"> ○ Mr. Firestine will provide a copy of the City’s Policy on cameras at the April 26 meeting. • Mr. Firestine will share the CAO’s presentation that depicts revenue coming into the City and how it is separated.
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported the Main Library will receive \$1.5M to replace a boiler and \$350K to replace electrical panels. He also reported the CIP did not adopt the Master Plan as funding and development phase in this year’s budget.</p>
<p>Governance Chair</p> <p><u>Emily Altman</u></p>	<p>No formal report.</p>

UNFINISHED BUSINESS

Vice Chair Carter-Gunter inquired the progress of checking out laptops. Mr. Firestine reported all Branches have the laptops and the program is starting out slow, but starting to pick up. There is also a web page with the information.

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.

The next meeting will be held on Wednesday, April 26, 2023, for a Regular Monthly Meeting at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: 
Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant