



Richmond Public Library
Library Board of Trustees
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 Richmond, VA 23219
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Library Board Meeting Minutes
June 28, 2023

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

ABSENT: Clay Dishon

STAFF: Scott Firestine, Attorney Shannan Fitzgerald, Library Chair Ruth DeBoer, Cheryl Clarke, Gianna Pack, Susan Revere, Phil Shephard, Jennifer Deuell

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 West End Branch Library located at 5420 Patterson Avenue, Richmond, Virginia 23226. The meeting was posted 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 June 28, 2023, Agenda. <i>Motion: Sheron Carter-Gunter, Second by Garrett Sawyer</i> AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. Mr. Graves was not present for the vote.
Consent Agenda	Approve the May 24, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Sheron Carter-Gunter, Second by Garrett Sawyer</i> AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. Mr. Graves was not present for the vote.
Public Comment Period	None.

REPORTS

<p>Friends of the Library (FOL)</p> <p><u>Clay Dishon</u> <u>Ruth DeBoer</u></p>	<p>Ms. DeBoer reported the Friends of the operations:</p> <ul style="list-style-type: none"> • Correction to the May 24 Meeting Minutes: The May 5-6: Successful quick ½ Price and Bag Sale brought in around \$5,000—should be corrected to \$1,500. Ms. Pack will correct the minutes before posting to the website. • The mezzanine will no longer have public access to the Book Sales since most of the space will be converted for library expansion of the Technical Services Department. The Friends have confirmed reservations for the use of the auditorium for the Fall and Spring Book Sales at our regular book sale weekends (1st weekend of November and 1st weekend of April). Also, the Friends are working on plan to use the corner space in the Main Library Reading Room. Fixtures and furniture are presenting a challenge, but the plan is still in process. • The Friends’ fiscal year has been moved to July 1 to coincide with the City. • An \$11,000 check will be donated to the Library from the Friends—check is in process. • The Friends have been donating books to several correctional facilities.
<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:</p> <p>The Foundation expresses appreciation to the Board of Trustees for their individual financial support this year, as well as the opportunity to work with the Trustees so closely on the Library’s Strategic Plan initiatives.</p> <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • The following grants have been submitted/updated: <ul style="list-style-type: none"> ○ Mellon Foundation Concept note (Notification Re: Full Proposal by July 24) ○ Memorial Foundation for Children (Notification December 2023) ○ REB Foundation (Notification Fall 2023) ○ Commonwealth of Virginia Campaign • Thank you to the Allan and Margot Blank Foundation for their grant in support of the 50th Gellman Concert Series for fall 2023. Funds enable the purchase of A/V equipment that strengthens the Library’s ability to connect with patrons and members of the public outside the Library’s walls.
<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"> • Officially hired Craig Gill-Walker as the North Avenue Branch Library/Community Services Manager. He has been in the Acting role for the last 8 months and will take over permanently in July. Mr. Gill-Walker has brought in a lot of good ideas and has helped keeping things back on track after the water damage. Mr. Firestine encouraged members to stop by the Branch to see the new fresher changes. • Summer Reading Program is very successful. There will be a big end of the summer event at Maymont. RPL is partnering with the Parks and Recreation Department, which will be the focal point of the program. The end of summer event will take place in August. • The Ripplecon Event was successful. Mr. Firestine express gratitude to all staff that assisted in making this event one to remember.

REPORTS (CONTINUED)	
Advocacy Task Force <u>Sheron Carter-Gunter</u> <u>Garrett Sawyer</u>	Mr. Sawyer reported the summer advocacy letter has been circulated to LBOT members. He encouraged the members to use this communication to thank their respective Council Members and get the link to the <i>What's Happening</i> booklet on library events out to everyone.
Early Literacy Update <u>Christine Peterson</u>	No formal report.
Chair Report <u>William Yates</u>	No formal report. Chair Yates commented on the following: <ul style="list-style-type: none"> • Received positive feedback on the <i>What's Happening</i> booklet. • Budget: Capital Budget/Master Plan – Nothing immediate will happen, but will be revisited in FY24-25 when putting the FY25-26 Budget together. <ul style="list-style-type: none"> ○ Advocacy: The need to refocus from “thank you” to advocating for funds.
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	<p>Mr. Firestine reported the City is wrapping up FY23. In the Council Meeting on May 26, Council did an adjustment of putting money into those departments that went over on their budget. There was \$18M of funds reallocated. The Library received an extra \$116K to balance its budget.</p> <p>The LBOT received a copy of the <i>Adopted FY2024 Budget in Brief</i> booklet where it depicts the Libraries will receive an additional \$800K to expand service levels at Broad Rock, Main, Ginter Park, and West End Branches as well as more Sunday hours and more evening hours. The Library’s focus will be on more electronic resources.</p>
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	<p>Ms. Woody reported the Facilities Committee met on June 7 to discuss Ideal Branch Plans. Started with a list of what an ideal Branch should have. After reviewing the list with the Committee, it was known that RPL Branches already had most of those items. Other items discussed at the June 7 meeting included taking a field trip visiting other libraries, gathering data, and benchmarking. Mr. Firestine reviewed the article “<i>Have You Been to the Library Lately?</i>”</p> <p>The next Facilities Committee meeting will be held on July 6.</p> <p>Mr. Firestine reported the East End Branch Library has started the storm water project. R Street is under construction.</p>
Governance Chair <u>Emily Altman</u>	No formal report.
UNFINISHED BUSINESS	
No Unfinished Business discussed.	

NEW BUSINESS

No New Business discussed.

There being no further business, the meeting was adjourned at 12:38pm by unanimous consent from the members that were present.

The next regular meeting of the board will be held on Wednesday, July 26, 2023 at the Belmont Branch Library located at 3100 Ellwood Avenue, Richmond, Virginia 23221.

Approved: 
Mr. William Yates, Chair

Recorder: *Gianna Pack, CAP*
Senior Executive Assistant