



**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 25, 2023**

**PRESENT:** Vice Chair Sheron Carter-Gunter, Emily Altman, Christine Peterson, Garrett Sawyer, Janet Woody, Gail Zwirner

**ABSENT:** Chair William Yates, Barbara Burton, Brent Graves

**STAFF:** Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Gianna Pack, Cheryl Clarke, Susan Revere, Louis Maranski, 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 Vice Chair Sheron Carter-Gunter at 11:46am at the Ginter Park Branch Library located at 1200 Westbrook Avenue, Richmond, Virginia 23227. 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.

<b>Agenda</b>	Approve the October 25, 2023, Amended with Adding Under New Business: Direction on Handling Sunday Closures with Holiday Closures Discussion. <i>Motion: Christine Peterson, Second by Garrett Sawyer</i> <b>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</b>
<b>Consent Agenda</b>	Approve the September 27, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Janet Woody, Second by Emily Altman</i> <b>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</b>
<b>Public Comment Period</b>	None.
<b>REPORTS</b>	
<b>Friends of the Library (FOL)</b>  <b><u>Clay Dishon</u></b> <b><u>Ruth DeBoer</u></b>	Mr. Dishon reported on the FOL operations in Ms. DeBoer absence: <ul style="list-style-type: none"> <li><b>October 25:</b> Concert and artist event "The Conjuror Revealed" to take place tonight, which is a collaborative event with RVA Baroque and artists Coloratura.</li> <li><b>November 3-4:</b> The Friends are very busy preparing for the Book Sale, which will be in the Auditorium in the Main Library.</li> <li>Fall membership renewal letters will go out in November.</li> </ul>

**REPORTS (CONTINUED)**

<p><b>Library Foundation</b></p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Ms. Revere reported on the Library Foundation Operations:</p> <p><b>Foundation Update:</b></p> <ul style="list-style-type: none"> <li>• The Impact Report will go out mid-November.</li> <li>• The Annual Fund Letter should go out the first week in December.</li> <li>• Ms. Revere expressed appreciation to those LBOTs who have recently made investments in RPL through the Foundation.</li> </ul> <p><b>Grant Activity/Partnership Updates:</b></p> <ul style="list-style-type: none"> <li>• The R.E.B. Foundation has awarded \$5,000 in support of the RVA Reads program.</li> <li>• RPLF submitted a request to Carmax to support the 2024 Summer Reading Program for the summer intern program.</li> <li>• RPLF submitted a request to Every Child a Reader. If approved, Library of Congress National Ambassador for Young People’s Literature Meg Medina would appear at RPL for two events in summer of 2024.</li> </ul>
<p><b>Administration</b></p> <p><u>Scott Firestine</u></p>	<p><b>Director’s Report:</b> 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"> <li>• Introduction of new Library/Community Services Manager Louis Maranski for Ginter Park Branch Library. Mr. Firestine offered a tour after the meeting.</li> <li>• 26 Positions actively pursuing to interview and hire.</li> <li>• Numbers at the North Avenue Branch Library are starting to rise after being closed for 6 months.</li> <li>• <b>November 14:</b> Read Up Richmond.</li> </ul>
<p><b>Advocacy Task Force</b></p> <p><u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u></p>	<p>Mr. Sawyer reported on the new communication that will need to go out to the LOBT respective Councilmembers focusing on saying thank you for support and to emphasize on the great work RPL has been doing. After the discussion, Ms. Pack will send the LBOT a copy of correspondence via email.</p>
<p><b>Early Literacy Update</b></p> <p><u>Christine Peterson</u></p>	<p>No formal report.</p>
<p><b>Vice Chair Report</b></p> <p><u>Sheron Carter-Gunter</u></p>	<p>No formal report.</p>
<p><b>Finance Chair</b></p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No formal report.</p> <p>Mr. Firestine mentioned the RPL Budget is on target. The Mayor’s Office is pulling information together to start planning the new FY24 Budget process.</p> <p>Mr. Firestine and Mr. Sawyer will meet in mid-November.</p>

**REPORTS (CONTINUED)**

**Facilities Chair**

**Janet Woody**  
**Gail Zwirner**  
**Scott Firestine**

Mr. Firestine reported on the following activities at the Branch Libraries:

- Installing cameras at Broad Rock Branch Library.
- Stormwater Project ended at the East End Branch Library.
- Parking issue at the Belmont Branch Library with construction going on at the building across from the library blocking patrons from parking at the Branch.

Ms. Zwirner gave an update on the bookmobile project for outreach. More discussion will take place and updates to follow.

Vice Chair Carter-Gunter mentioned satellite Branches. With Richmond growing, there are locations that do not have access to City libraries. She asked members to think of other space opportunities where the library can serve.

**Governance Chair**

**Emily Altman**

No formal report.

**UNFINISHED BUSINESS**

No Unfinished Business discussed.

**NEW BUSINESS**

**Direction on Handling Sunday Closures with Holiday Closures Discussion:** Mr. Firestine opened the discussion. RPL generally follows the City of Richmond’s closings for holidays. The City does not take into account the seven day work schedule followed by RPL. When a holiday lands on a Saturday, the City will observe the holiday on the weekday before the Saturday. RPL is then closed on the Saturday of the holiday.

The issue is when the holiday is on a Monday. Should RPL close on Sundays for the entire weekend or just open back up on Sunday. Ms. Peterson inquired to what other models are available by seeing what other localities are doing.

After the discussion it was agreed upon by the members present for Mr. Firestine to check into Henrico’s schedule and report back on the December 6 meeting.

There being no further business, the meeting was adjourned at 12:22pm by unanimous consent from the members that were present.

There is no meeting in November. The next meeting of the LBOT will be held on Wednesday, December 6, 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