



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
December 6, 2023

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

ABSENT: Brent Graves, Friends of the Library Chair Ruth DeBoer, Gianna Pack

STAFF: Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Cheryl Clarke, Susan Revere, Meldon Jenkins-Jones, Phil Shephard

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 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 December 6, 2023, Agenda as submitted. <i>Motion: Gail Zwirner, Second by Christine Peterson</i> <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> <i>Ms. Altman was not present for the vote.</i> <i>Mr. Sawyer was not present for the vote.</i>
Consent Agenda	Approve the October 25, 2023, Regular Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Gail Zwirner, Second by Sheron Carter-Gunter</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i> <i>Mr. Sawyer was not present for the vote.</i>
Public Comment Period	None.
REPORTS	
Friends of the Library (FOL) <u>Clay Dishon</u> <u>Ruth DeBoer</u>	Mr. Dishon reported on the FOL operations in Ms. DeBoer's absence: <ul style="list-style-type: none"> • December 5: Executive Board meeting at 5:30pm at the Main Library. • The Friends Fall Book Sale brought in a little more than \$12,000. • Membership numbers are down a bit so far this year. Working on ways to increase. • Plans for the Friends daily sale "store" at Main are ongoing. • Ms. DeBoer wanted to pass along a formal congratulations from the Friends on receiving the Mellon Grant.

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:</p> <ol style="list-style-type: none"> 1. Annual Fund is Underway: The Impact Report and Annual Fund Letters mailed. 2. Foundation continues to focus on Early Childhood Learning (ECL) and what it looks like inside and outside the library. 3. Community Memory Fellow work continues to be a high priority (Uniquely Richmond). 4. Achieved Early Literacy Goal – The Foundation hosted Maya Smart in April to highlight the importance of ECL and convened numerous nonprofits and community leaders to spark that conversation. In addition, the Foundation’s goal from that event was to raise \$125,000 for ECL programs and services available for Richmond Public Library. That goal was set for December 30, 2023. As of December 5, the amount raised was \$133,000. <p>Grant Activity/Partnership Updates:</p> <ul style="list-style-type: none"> • Memorial Foundation for Children – \$10,000 award for two Summer Reading Program Interns. • First time funding received from the Freeman Family Foundation – Support two summer interns with a \$10,000 grant. • Robins Foundation support continues to be critical to our RVA Reads Program with a supporting grant of \$50,000 to continue our expansion program (outreach to nontraditional childcare). • Several new donors gave through Donor Advised Funds. • The Foundation is delighted to share that it will be able to respond to the needs and requests of Richmond residents and Richmond Public Library patrons through the 5-year, \$900,000 Mellon Foundation Grant that was just awarded. The three objectives of the grant are: <ul style="list-style-type: none"> ○ Expand and advance the Richmond Public Library memory lab ○ Digitize and expand personal and public records available to the City of Richmond ○ Outreach programming and extensive collaboration with local partners
<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"> • Early Childhood Literacy (ECL): LBOT challenged RPL last year to increase efforts related to early literacy and the goal as stated in the Strategic Plan. Mr. Firestine reported that the fundraising efforts brought Maya Smart to Richmond and the hiring process for an ECL Librarian/Coordinator has begun. RPL will have many more resources and will raise the capacity of service being dedicated to ECL efforts. • Wrapping up 2023: Completing 100 years of services with positive events. There were celebrations at every Branch Library with programs that uncovered our history. There are displays in the Richmond Room. • New Richmond Public Library Logo.

REPORTS (CONTINUED)

<p>Administration (Continued)</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"> Ms. Carter-Gunter inquired about the scheduled December 12 Discussion on Supporting our Youth with Administration Meeting that Mr. Firestine will attend. It is a meeting that CAO Saunders called of all the directors across the different portfolios to talk about efforts to educate youth. No agenda has been sent out for the meeting yet.
<p>Advocacy Task Force</p> <p><u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u></p>	<p>Mr. Sawyer mentioned there was still a lot of work to be done this coming year for supporting the library. There will be a communication that will need to go out to all the LBOT to share with their networks related to this great award of the Mellon Grant, but still need to say there is still a lot to be done like expanding operational hours, provide additional programming to all our non-Library, etc. We cannot lose sight of what our vision looks like for the Main Public Library and getting that into the budget.</p> <p>Chair Yates stressed the Grant is used for a specific purpose; it does not help the financial budget from what the City gives to the library for operations.</p>
<p>Early Literacy Update</p> <p><u>Christine Peterson</u></p>	<p>No formal report.</p>
<p>Chair Report</p> <p><u>William Yates</u></p>	<p>No formal report.</p> <p>Bookmobile Status: Ms. Zwirner reported she had a meeting with Mr. Firestine, Ms. Revere, and Ms. Jenn Deuell who is the lead on obtaining more information on the bookmobile and services to provide. Ms. Deuell met with the team on what is involved such as equipment, type of vehicle, and staff needed. It was discovered that there is no set standard among localities on how mobile services are designed and used.</p> <p>The team would like to use a bookmobile to focus on ECL and reading as well as include Wi-Fi and laptop instruction and checkout book delivery or return so there will be some expanded options available. There were several challenges discussed at the meeting such as drivers and license requirements as well as other staffing.</p>
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>No formal report.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported on the Richmond Room:</p> <ul style="list-style-type: none"> Ms. Clarke oversaw having the room repainted to remove vestiges of the former children’s area and improve lighting. There is a dedicated Special Collections Librarian to oversee special collections. This person will also take a lead role in coordinating activities with the Mellon Grant. This year was the 50th Anniversary of the Gellman Room. There are plans to refresh that room soon with new carpet and paint.

REPORTS (CONTINUED)

Governance Chair

No formal report.

Emily Altman

Ms. Altman mentioned she attended a Foundation sponsored workshop from Leadership Metro Richmond on Foundation Fundamentals. The workshop was good and highly recommended. One item of interest Ms. Altman is researching to incorporate from the training is a board self-evaluation, which is common on boards. She will continue researching and then update members at a later meeting.

UNFINISHED BUSINESS

Direction on Handling Sunday Closures with Holiday Closures Discussion: Chair Yates opened the discussion explaining the City controls the holiday schedule. He opened for discussion. After detailed discussion, a motion was given:

Approve the Richmond Public Library Holiday Schedule as submitted noting the libraries will follow the City of Richmond's approved dates for closure and is subject to change when needed.

Motion: Christine Peterson, Second by Garrett Sawyer

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.

Approve the meeting Schedule of the Library Board of Trustees for Calendar Year 2024 as submitted?

Motion: Emily Altman, Second by Sharon Cater-Gunter

AYES: 8 NOES: 0 ABSTAIN: 0 Approved Unanimously.


NEW BUSINESS

No New Business discussed.

There being no further business, the meeting was adjourned at 12:40pm by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, January 24, at Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: _____


Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant