



Richmond Public Library
Library Board of Trustees
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Library Board Meeting Minutes
February 28, 2024

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

STAFF: Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Friends of the Library Chair Ruth DeBoer, Cheryl Clarke, Gianna Pack, Susan Revere, Heather Montgomery, Phil Shephard

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 Broad Rock Branch Library located at 4820 Old Warwick Road, 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	<p>Approve the February 28, 2024, Agenda as submitted.</p> <p><i>Motion: Sheron Carter-Gunter, Second by Gail Zwirner</i></p> <p><i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p> <p><i>Mr. Sawyer was not present for the vote.</i></p>
Consent Agenda	<p>Approve the January 24, 2024, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted:</p> <p><i>Motion: Barbara Burton, Second by Emily Altman</i></p> <p><i>AYES: <u>8</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i></p> <p><i>Mr. Sawyer was not present for the vote.</i></p>
Public Comment Period	None

REPORTS

<p>Friends of the Library (FOL) <u>Ruth DeBoer</u></p>	<p>Ms. DeBoer reported on the FOL operations:</p> <ul style="list-style-type: none"> • February 17: Successful Book Drive (9:00A-2:00P). • April 5-7: Spring Book Sale. • In the process of increasing new membership.
<p>Library Foundation <u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>No formal report.</p> <p>Ms. Revere mentioned that she was working with Ms. Peterson and she on exploratory conversations with local foundations and businesses related to the children's space and early childhood literacy.</p> <p>She also mentioned the Annual Fund Drive Letters went out November 2023 for calendar year 2024. There is still time to donate.</p>
<p>Administration <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"> • Added an additional 20 public service hours going from 440 hours to 460 hours. • Ripple was invited to Nutzy's Block Party (Richmond Flying Squirrels) on March 2 from 11am-1pm. There will be other mascots from all around joining in on the fun and signing autographs.
<p>Advocacy Task Force <u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u></p>	<p>Mr. Sawyer reported he would be sending a sample advocacy correspondence email to Ms. Pack to distribute to all LBOT members. It will be a united message for board members to send to their respective Councilmembers as everyone prepares for the upcoming budget year.</p> <p>The communication will focus on library successes, both new and some that have already been communicated. Another focus of the communication is on the renovation of the Main Library, keeping it on everyone's minds by using a picture of the renderings. The communication needs to be written with several people in the community. Mr. Sawyer asked members to investigate ways they can identify ambassadors within their communities and districts that can help.</p>
<p>Early Literacy Update <u>Christine Peterson</u></p>	<p>Ms. Peterson reported the library was in the process of hiring a new Librarian, Senior for the Early Childhood Literacy position.</p> <p>She also reported the intern program was a big hit. This year with the help of the Foundation, there is money to cover four new interns. Programs have been going great and new programs for kids are going to be even better.</p>
<p>Chair Report <u>William Yates</u></p>	<p>No formal report.</p>

REPORTS (CONTINUED)

<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported the city is pushing the introduction of the Budget from March 6 to the end of March. One of the cited reasons being that the assessor has a better figure for gauging what the revenues will look like in 2025.</p> <p>Mr. Sawyer volunteered to put together a list of priorities for the next year and a projected number that can help set the tone for the session.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported he has been looking into a location for the memory lab. He reached out to a local architect to help us look at our space and see where it might be best to place the memory lab for better service and not have to keep moving it around.</p> <p>Ms. Zwirner has been working on the book mobile project. Federal guidelines for current funding opportunities are not yet available. Mr. Firestine recommends pulling the guidelines from last year and start formulating a plan around what the older guidelines listed.</p>
<p>Facilities Chair (Continued)</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine has been working with Library/Community Services Manager Jenn Deuell and her Outreach and Engagement Team discussing what an Outreach book mobile library would look like and what we can do right now in terms of things that can be done in mobile outreach without a book mobile.</p> <p>Ms. Zwirner went over the handout article Congressional earmark requests for libraries: Fiscal Year 2025. She tried to pull the 2024 guidelines, but they have already been pulled from the website.</p>
<p>Governance Chair</p> <p><u>Emily Altman</u></p>	<p>No formal report.</p> <p>Ms. Altman opened with a discussion on recruiting new Board Members.</p> <p>The LBOT discussed several criteria to include, but not limited to:</p> <ul style="list-style-type: none">• Geographic/District Representation of the City• Librarians• Skill Sets (Financial, Facility, Construction, Educational, etc.)• Pursue Councilmembers not running for Council• Inside City Personnel <p>Leadership and Committee roles will be voted on at the June 26 LBOT Meeting. Chair Yates suggested to members to take time and think about if they would like to change to a different committee, lead a committee, and/or serve in a leadership role of Chair or Vice Chair positions. Ms. Altman asked members to let her know a head of time of their interest and/or if they are planning to leave the Board early.</p> <p>Ms. Altman is waiting on clarification from the Boards and Commissions City Clerk on the application deadline for those who are eligible to apply for reappointment. Ms. Burton is the only Board Member that will complete her 2nd final term and is not eligible for reappointment.</p>

UNFINISHED BUSINESS

Chair Yates opened Unfinished Business to discuss the draft motion presented to members to move forward with pursuing grant funding opportunities for a bookmobile with Member Gail Zwirner taking the lead. He shared the draft motion expressed the LBOT's full support of the bookmobile concept while leaving lots of flexibility for exactly how that bookmobile would be used and funded. There is a demand from the community.

After reading the draft motion aloud, Chair Yates opened the discussion for any comments, suggestions, and/or edits. None were noted. Chair Yates read the motion for a vote.

To expand access and lifelong learning opportunities, the Library Board of Trustees move to authorize the exploration of expanding mobile library services through a bookmobile; and direct Board Member Gail Zwirner to investigate and pursue potential grant funding opportunities, including Federal Community Project Funds, for the purchase of a bookmobile.

Motion: Sheron Carter-Gunter, Second by Garrett Sawyer

AYES: 9 NOES: 0 ABSTAIN: 0 Approved Unanimously.

Ms. Carter-Gunter inquired if the library had a display board and marketing materials when staff would go out to events. Her major concern is getting library cards out into the community. Ms. Montgomery shared that everything Ms. Carter-Gunter was speaking about was already being done and there is a display board provided by the Outreach and Engagement Team fixed up with marketing information to take to events. Also, at those events there is opportunity for staff to offer and sign-up people to get a new library card at the event. All nine branches participate in invitational events and/or the Outreach staff will inquire how to participate at events as they come up.

Also, the Broad Rock Branch Library has an annual community event Ms. Montgomery does on site that is focused on children. There the library is well represented and opportunity to sign up for library cards.

Mr. Firestine mentioned he can pull the number of card holders from the previous Bibliostat Reports. He will report on how many library card holders we have and then compare that number to the population at the next meeting on March 27.


Library App: Ms. Woody inquired about the Library App. Mr. Firestine mentioned the App is coming back in a week or two. It will be announced once it is back online.

NEW BUSINESS

No New Business was discussed.

There being no further business, the meeting was adjourned at 12:49p by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, March 27, at the East End Branch Library located at 1200 North 25th Street, Richmond, Virginia 23223.

Approved: 
Mr. William Yates, Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant