



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
April 24, 2024

PRESENT: Chair William Yates, Vice Chair Sheron Carter-Gunter, Emily Altman, Brent Graves, Christine Peterson, Gail Zwirner

ABSENT: Barbara Burton, Garrett Sawyer, Janet Woody

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

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:41AM at the North Avenue Branch Library located at 2901 North Avenue, Richmond, Virginia 23222. 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 April 24, 2024, Agenda as submitted. <i>Motion Gail Zwirner, Second by Sheron Carter-Gunter</i> AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.
Consent Agenda	Approve the March 27, 2024, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Emily Altman, Second by Chris Peterson</i> AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.
Public Comment Period	None

REPORTS

<p>Library Foundation</p> <p><u>Susan Revere</u> <u>Scott Firestine</u></p>	<p>Ms. Revere reported on the Foundation operations:</p> <p>Foundation Update: Individual fundraising raised a modest, but notable amount in support of summer interns – \$1,585 over one month via focused email requests.</p> <p>Grants:</p> <p>Grants Submitted:</p> <ul style="list-style-type: none"> • Virginia Commission for the Arts in support of the Gellman Concert Series <p>In support of the Library’s ECL efforts, submissions include:</p> <ul style="list-style-type: none"> • Richard S. Reynolds Foundation • Binswanger Foundation • Dollar General Literacy Foundation • Harrison Family Foundation • Universal Leaf Foundation <p>Working on submissions for:</p> <ul style="list-style-type: none"> • Schaberg Foundation • Virginia Sargent Reynolds Foundation <p>Looking ahead these next few years, summer internships are an excellent opportunity for corporate entities to get involved in education opportunities and early literacy work, so the Foundation continue to build relationships with that in mind.</p>
<p>Friends of the Library (FOL)</p> <p><u>Ruth DeBoer</u></p>	<p>Mr. Dishon reported on the Friends of the Library (FOL) operations:</p> <ul style="list-style-type: none"> • April 5-7 Spring Book Sale: The Friends made about \$11K from the sale. Ms. DeBoer will give an update after expenses are deducted. <ul style="list-style-type: none"> ○ The sale requires more volunteers with the new process. ○ Library/Community Services Manager Ben Himmelfarb has been accommodating by scheduling more set up and tear down time for the Auditorium use. • May 1: FOL Board Meeting – Main Library. <ul style="list-style-type: none"> ○ FOL will be adding more members to the Board.
<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"> • Another successful National Library Week. The Mayor’s Office presented a proclamation. • The circulation report is on track to surpass last year. There is another quarter left. Mr. Firestine feels confident circulation numbers will rise since at least 10 years. • Budget work continues.

REPORTS (CONTINUED)	
Advocacy Task Force <u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u>	No formal report.
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Early Literacy Update <u>Christine Peterson</u>	No formal report.
Chair Report <u>William Yates</u>	Chair Yates reported on the following: <ul style="list-style-type: none"> • Advocacy: On April 12, 2024, Chair Yates, Ms. Peterson, and Mr. Firestine met with CAO Lincoln Saunders and DCAO of Finance Sabrina Joy-Hogg to discuss the FY25 Budget proposal. With this year's changes and wage increase across the departments, it was determined the budget for FY25 is set. In the meeting it was discussed to start advocating for specific funding in the August/September 2024 timeframe. That way all requests are noted before the budget cycle starts and not towards the end. Also noted in the meeting, there is nothing written in the in the FY25 CIP (Capital Improvement Plan). The meeting was very positive. <p>Chair Yates suggested not continuing with advocacy efforts this budget cycle, but to start focusing on the FY26 increased funding asks.</p>
Finance Chair <u>Garrett Sawyer</u> <u>Scott Firestine</u>	No formal report.
Facilities Chair <u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u>	Mr. Firestine reported there are three areas of the Main Library that need updating and addressed.
Governance Chair <u>Emily Altman</u>	No formal report.
UNFINISHED BUSINESS	
No Unfinished Business was discussed.	

NEW BUSINESS

In discussion, Mr. Firestine recommended removing Policy 12.9 Lost Materials Replacement Fee because it is no longer relevant to Library operations. He also updated members on the proposed changes to Policy 12.10 Materials Default Replacement Cost. After members discussed both policies in depth, Chair Yates called for a motion to:

Approve removing Policy 12.9 Lost Materials Replacement Fee because it is no longer relevant to Library Operations as submitted.

Motion: Gail Zwirner, Second by Emily Altman

AYES: 6 NOES: 0 ABSTAIN: 0 Approved Unanimously.

Approve revisions to Policy 12.10 Materials Default Replacement Cost as submitted.

Motion: Gail Zwirner, Second by Sharon Carter-Gunter

AYES: 6 NOES: 0 ABSTAIN: 0 Approved Unanimously.

There being no further business, the meeting was adjourned at 12:21p by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, May 22, 2024, 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