



Richmond Public Library
Library Board of Trustees
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 Richmond, VA 23219
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Library Board Meeting Minutes
June 26, 2024

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

ABSENT: Friends of the Library Chair Ruth DeBoer

STAFF: Scott Firestine, Clay Dishon Attorney Shannan Fitzgerald, Gianna Pack, Susan Revere, Lisa Crisman, Phil Shephard

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:49AM 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 26, 2024, Agenda as submitted. <i>Motion Garrett Sawyer, Second by Sheron Carter-Gunter</i> AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.
Consent Agenda	Approve the May 22, 2024, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Barbara Burton, Second by Christine Peterson</i> AYES: <u>9</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.
Public Comment Period	No formal Public Comment.
REPORTS	
Friends of the Library (FOL) <u>Clay Dishon</u> <u>Ruth DeBoer</u>	Mr. Dishon reported on the Friends of the Library (FOL) operations in Ms. DeBoer’s absence: <ul style="list-style-type: none"> • The FOL voted on two nominees as new Board members at the May 1, 2024, Meeting: <ul style="list-style-type: none"> ○ Anne Bloomsburg ○ Chris Cain • Working on events calendar for FY25, which will start on July 1. • No Board Meeting in July. • August 7: FOL Board Meeting at the Main Library. • The Friends are glad to report they had a good year financially. Once FY24 expenses are paid in full, the Friends should be able to make a larger donation to RPL. Mr. Firestine will send the Friends some information of what RPL would like to use the funds for in FY25.

REPORTS (CONTINUED)

Library Foundation

Susan Revere
Scott Firestine

Foundation Update: It has been a remarkable year for the Foundation as it supports RPL. In addition to the Mellon funding, the Foundation received over \$100,000 in grants supporting other key RPL programs and efforts.

New Foundation Executive Board Members voted for:

- Dontrese Brown, President
- Fran Bradford, Vice President

Grants:

- Richard S. Reynolds Foundation – Awarded
- Schaberg Foundation – Awarded
- Chrisman Family Foundation – Awarded

Grants – In Progress:

- Jack R. Anderson Foundation

Mr. Firestine added this year was the best funding year the library has ever seen and best year for building new relationships with existing and new donors. Mr. Firestine thanked Ms. Revere, the Foundation Board, and the LBOT for making this happen. Not only did we raise more money, but we also built capacity and cultivated future funders. Mr. Firestine stated we would not have been able to do this without Ms. Revere’s leadership, hard work, and dedication to the library system.

Administration

Scott Firestine

Director’s Report: In addition to the items submitted in this month’s report, Mr. Firestine reported on the following:

- On June 22, Ripplecon had 350 visitors and participants at the library. Ripplecon was the keystone event of the Summer Reading Program (SRP).
- Reviewed statistics:
 - Patrons are increasing use of electronic books.
 - Programming attendance has increased in 2024. This is attributed to more system public service hours and open Sundays at Main Library, West End Branch, Broad Rock Branch, and the Ginter Park Branch libraries.
 - Door counts surpassed all of last year by May 2024.
 - New patron cards surpassed last year.
 - Computer Usage/Wi-Fi Access is increasing.
- Statistical Reports to be added starting July 1:
 - Laptop Checkout Report – by Branches/Monthly Count
 - Meeting Room Usage and Number of Participants – by Branches, by Meeting/ Study Room – Monthly Count
 - The LBOT requested having a one-page information sheet with what is available at each library site for Mr. Firestine to produce and have available at the upcoming meeting.

REPORTS (CONTINUED)	
<p>Advocacy Task Force</p> <p><u>Garrett Sawyer</u> <u>Sheron Carter-Gunter</u></p>	<p>Mr. Sawyer reported on the highlights of advocacy during the budget process.</p> <ul style="list-style-type: none"> • RPL LBOT is initiating discussions with schools and City Council to explore RPL initiatives and strengthen LBOT communication with governing boards and administration. • Before fall 2024, board members will share enthusiasm for FY25 and will thank Council, Mayor, and City Administration members for their ongoing support and outline future library needs. • Mr. Sawyer will request monthly meetings with City Council to build stronger library-RPS partnerships.
<p>Chair Report</p> <p><u>William Yates</u></p>	<p>No formal report.</p>
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported the budget has been 90% spent by the end of May 2024.</p> <p>Highlights of the FY25 Budget:</p> <ul style="list-style-type: none"> ➤ An update in Personnel expenditures – Moving from 72 FTEs to 83.5 FTEs, which is a change that was captured from this fiscal year (\$750K of budget increase). ➤ Salary Increase for employees at 4% for all staff (\$200K of budget increase). ➤ Technology improvements/upgrades (\$150K included for FY25). ➤ Adding security cameras. <p>Our efforts to secure funding for new staff positions to support expansion and increased programming were largely unsuccessful.</p>
<p>Facilities Chair</p> <p><u>Janet Woody</u> <u>Gail Zwirner</u> <u>Scott Firestine</u></p>	<p>Ms. Woody reported on during the June 17 Facilities Committee Meeting with Ms. Zwirner, Mr. Firestine, and Ms. Revere:</p> <ul style="list-style-type: none"> • In FY25 the committee will prepare a report that will update the 2009 Facility Master Plan. Ms. Peterson suggested the document be educational and compel people to invest in the library. The document should present the facts and explain the importance and stress the needs of the library. • Effective July 1, a new department will be established in the City to manage all aspects of Fixtures, Furnishings, Equipment, and Buildings (FFE's). This centralizes responsibilities currently spread across DPW, Capital Projects, and Small Capital Projects. • Mr. Firestine gave a brief overview of the Greening Richmond Public Libraries packet showing the Ginter Park Branch Library Project that went to the UDC on May 9.

REPORTS (CONTINUED)	
<p>Governance Chair</p> <p><u>Emily Altman</u> <u>Janet Woody</u></p>	<p>Ms. Altman reported this was Ms. Burton’s last meeting because her term will end at the end of June.</p> <p>Ms. Altman explained the Boards and Commissions accepts applications for new Board Members quarterly. The deadline of for consideration in the quarter ended June 15, 2024. The City received one application by the June 15 deadline.</p> <p>Ms. Altman desired that the committee meet and discuss applications, but the committee could not meet prior to the deadline for the Government Operations Committee at 1:00P June 26, 2024. Since there was only one application, and it was a strong applicant, the committee moved forward with the recommendation.</p> <p>Final authority on the selection is City Council. The determination will be at the July 22, 2024, at the full City Council meeting.</p> <p>The election of Chair and Vice Chair for the Library Board of Trustee will be at the July 24, 2024, Board of Trustees’ meeting.</p>
UNFINISHED BUSINESS	
<p>Chair Yates and on behalf of the LBOT thanked Ms. Burton for her outstanding support of RPL and her service to the library over these last eight years. She was always reliable and strongly contributed to the mission of Richmond Public library. She is a tremendous asset to the library, to the Board, and to her community. She will be missed.</p> <p>Ms. Burton expressed her gratitude for the opportunity to serve and highlighted the valuable knowledge she gained during her tenure.</p>	
NEW BUSINESS	
<p>No New Business was discussed.</p>	

There being no further business, the meeting was adjourned at 1:01PM by unanimous consent from the members that were present.

The next meeting of the LBOT will be held on Wednesday, July 24, 2024, at the Ginter Park Branch Library located at 1200 Westbrook Avenue, Richmond, Virginia 23227.

Approved *Christina Setton, Chair*
Chair / Vice Chair

Recorder: Gianna Pack, CAP
Senior Executive Assistant