



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
July 24, 2024

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

ABSENT: Friends of the Library Chair Ruth DeBoer

STAFF: Scott Firestine, Clay Dishon, Attorney Shannan Fitzgerald, Gianna Pack, Cheryl Clarke, Susan Revere, Louis Maranski, 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 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.

<p>Governance Chair</p> <p><u>Emily Altman</u></p>	<p>After Chair Yates called the meeting to order, he turned the meeting over to the Governance Chair Emily Altman to begin the voting process for the new Chair and Vice Chair for a 2-year term to begin July 2024-June 2026 (<i>By-Laws Article IV. Officers, Section 2</i>).</p> <p>Approve Christine Peterson as Chair of the Library Board of Trustees for a term of two years to begin July 2024-June 2026. Motion: William Yates, Second by Brent Graves</p> <p>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. (Mr. Sawyer was not present for the vote.)</p> <p>Approve reappointment of Sheron Carter-Gunter as Vice Chair of the Library Board of Trustees for a term of two years to begin July 2024-June 2026. Motion: Christine Peterson, Second by Janet Woody</p> <p>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously. (Mr. Sawyer was not present for the vote.)</p> <p>Committee Chairs will remain in place.</p>
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Agenda	Approve the July 24, 2024, Agenda as submitted. <i>Motion: Garrett Sawyer, Second by William Yates</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
Consent Agenda	Approve the June 26, 2024, Meeting Minutes, the Current Financial Reports, Statistical Reports, and Donations Report as submitted: <i>Motion: Sheron Carter-Gunter, Second by Garrett Sawyer</i> <i>AYES: <u>7</u> NOES: <u>0</u> ABSTAIN: <u>0</u> Approved Unanimously.</i>
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 Friends of the Library do not meet in the month of July.• August 7: Board Meeting at the Main Library.• Pending a full Friends Board vote, the Friends will give a gift to the library in the amount of \$39,217.10.• September 14: Book Drive.• November 1, 2, and 3: Fall Book Sale.• November 1: Friends Annual Meeting.
Library Foundation <u>Susan Revere</u> <u>Scott Firestine</u>	Foundation Update: Ms. Revere thanked those members who were able to attend the July 13 Memory Lab Open House. She offered a personal tour which can be given by Library/Community Services Manager Ben Himmelfarb, Senior Librarian/Special Collections Chloe McCormick, or the new Community Memory Fellow Marvin Hicks and can be scheduled by calling 804.646.2559. Grants: <u>Awarded:</u> On June 27, the Foundation was notified of its first grant award through the Virginia Commission for the Arts, in partnership with the Virginia American Revolution 250 Commission celebrating a "Revolution of Ideas" and the 250th Anniversary of the American Revolution. The grant supports events in the Gellman Concert Series between July 1, 2024, and June 30, 2025. This grant is a reimbursement grant, to be paid after submission of Gellman Concert Series receipts in June 2025. <u>Submitted:</u> In mid-July 2024, the Foundation submitted a grant request to the Maryland-based Jack R. Anderson Foundation. The request is in support of new materials for a "Learning through Play" area in the Children's Area at the Main Library. This is part of a larger, comprehensive effort in the coming year to be focused on the Children's Area at the Main Library. Notification of awards occurs in the September/October timeframe with fund distribution in early 2025.

REPORTS (CONTINUED)

**Library Foundation
(Continued)**

**Susan Revere
Scott Firestine**

Forthcoming:

- The Herndon Foundation based in Henrico is a new prospect being approached. It is related to the Children’s Space at the Main Library. The grant portal will open at the end of July.
- The Robins Foundation grant portal opens July 29 for requests related to Early Childhood. Previous grants funded a significant part of the RVA Reads expansion this past school year.
- Researching other grant opportunities continues. If there is a grant you are aware of that you believe the Foundation should know about, please let Ms. Revere know.
- Gelati Celesti: Ms. Revere met with Gelati Celesti owners Tom and Suzy Rosser, Marketing Director Becca Lieberman, and Production Manager Molli Updegraff to discuss a potential partnership. She is excited to share that Gelati Celesti’s strong interest in supporting youth, education, and schools means they will be partnering for National Library Card Sign-up month in September.

Administration

Scott Firestine

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

- July 3: Norfolk Library System Tour – Library Director Scott Firestine, Deputy Director Clay Dishon, and Library/Community Services Manager Ben Himmelfarb participated. Mr. Firestine gave an overview of the Norfolk Library System.
- Statistics Accomplishments in FY2024:
 - 22% increase in circulation
 - 67% increase in E-Content
 - 30% increase in visitation to the libraries
 - 28% increase in new cards issued
- September-Library Card Signup Month:
 - Gelati Celesti is going to unveil a limited-edition flavor recognizing the library and to be available during the month.
 - Each branch is scheduled to do five pop-up events during the month.
 - In-house promotion
- Mr. Firestine reminded members they can participate in the United for Libraries Virtual free event on July 30-August 1. The event’s keynote speaker is Eric Klinenberg, author of *Palaces for the People*. Mr. Firestine encouraged members to attend and asked Ms. Revere to resend the email with the information.

Advocacy Task Force

**Garrett Sawyer
Sheron Carter-Gunter**

Mr. Sawyer presented a draft copy of July/August Advocacy letter for feedback. After discussion, Mr. Sawyer said he would update the letter and add the statistics that were mentioned in the discussion. Members could tailor the letter to address their respective Councilmember and/or district. Ms. Pack will distribute the letter via email.

REPORTS (CONTINUED)	
<p>Chair Report</p> <p><u>Christine Peterson</u></p>	<p>No formal report.</p> <p>Ms. Peterson speaking on behalf of the LBOT, thanked Mr. Yates for his leadership role as Chair. She also mentioned she was excited to fill the role moving forward.</p> <p>Ms. Peterson mentioned she will be working with Ms. Altman on Committee assignments, then talking to each member about their assignments.</p>
<p>Finance Chair</p> <p><u>Garrett Sawyer</u> <u>Scott Firestine</u></p>	<p>Mr. Firestine reported kicking off the beginning of the fiscal year and closing out the end of the last fiscal year. The FY24 Operating Budget on page 17 of the Board Packet shows how the department wrapped up with some funds not expended by the time the report was generated (one additional payroll and rollover items). Page 19 shows the FY25 Operating Budget.</p> <p>The Audit will begin in August. The FY26 budget process will begin the September/October timeframe once the audit is complete.</p> <p>Mr. Firestine announced City Council was having an Advance Meeting on July 25-26 to be held at Lewis Ginter Botanical Garden's Kelly Education Center Auditorium, to discuss Strategic Planning on budget priorities and legislative agenda items.</p>
UNFINISHED BUSINESS	
No Unfinished Business was discussed.	
NEW BUSINESS	
No New Business was discussed.	

There being no further business, the meeting was adjourned at 12:37PM by unanimous consent from the members that were present.

Since there is no meeting in August, the next meeting of the LBOT will be held on Wednesday, September 25, 2024, at the Main Library located at 101 E. Franklin Street, Richmond, Virginia 23219.

Approved: 
 Christine Peterson, Chair

Recorder: *Gianna Pack, CAP*
 Senior Executive Assistant