



## Richmond Public Library Board

101 E. Franklin Street  
Richmond, VA 23219  
(804) 646-4256 / fax: (804) 646-7685



### Library Board Meeting Minutes

January 27, 2016

**PRESENT:** Brenda Drew, Peter Blake, Gail Zwirner, Larry Olanrewaju, Kirsta Millar, Daisy Weaver, Danita Green, David Lydiard, Laura Drewry; City Attorney  
**LIBRARY STAFF:** Clay Dishon, Felicia Smith, Cheryl Clarke, Karin Hansen  
**ABSENT:** Charlie Schmidt; Friends

Called to order by Brenda Drew, Chair at 12:13 p.m. at the West End Library.

Minutes from the December 2<sup>nd</sup> meeting along with the current agenda and pending donation list were unanimously approved.

<b>Public Comment Period</b>	None were present
<b>REPORTS</b>	
<b>Friends of the Library</b>	<b>Mr. Dishon reported:</b> Book give-away held in December brought in approximately \$700. Chris Larson will be taking over Susan Hankins book sale duties. Branch mini-grant program continues, providing \$1,500 per branch up to \$5,000 yearly for programming. The Board will be sent Charlie Schmidt's address if they would like to send condolences.
<b>Library Foundation</b>	<b>Ms. Hansen:</b> distributed the Foundation's ½ year financial reports. They have raised \$122,000 in six months, bringing their account balance to \$544,000. General administrative expenses will increase, they will have audits completed yearly and must report the full 990 Form instead of the 990EZ. The executive committee has approved hiring of an accounting firm to take over their financials. On Sunday, January 31 <sup>st</sup> from 2-4pm the Foundation will be hosting "A Time of Appreciation and Reflection on 2015". All Board members are welcome to attend. Mr. Dishon will discuss the Foundations role in acquiring new acquisitions for renovated branches with Ms. Hansen.
<b>Administration</b>	<b>Mr. Dishon reported:</b> EOC operation out of Main during the snow storm went extremely well. New website is moving forward, an RFP is slated to be complete by the end of February. A professional photographer will be contracted to take new photos; photos of Board members will also be included. Shelving at Ginter Park has been erected and they are in the process of moving items back in. Estimated completion by the end of March. A \$12,000 grant was received through the City in conjunction with the Valentine. Mr. Dishon will be meeting with the Budget Director to find out if any reductions will need to be implemented. West End is expected to close in June 2016 for renovation. The Chief of Police conducted "active shooter" training with the staff at North Avenue. This training will be provided to all branches.
<b>BOARD COMMITTEE REPORTS</b>	
<b>Chairman</b>	<b>Ms. Drew:</b> followed up the discussion regarding acquiring Board Docs. Ms. Hansen will take the cost back to the Foundation once Mr. Dishon and Ms. Felicia clarify which version will be required.
<b>Finance</b>	<b>Mr. Olanrewaju reported:</b> the committee did not meet. The City has a new Controller who is working to resolve issues with the Law Library funds.

<b>Library Director Search</b>	<b>Mr. Blake reported:</b> the committee is on schedule and feel as though they have some great candidates. 30 applications have been received to date. Preliminary interviews will be conducted with 7 applicants. Jennifer Goins, incoming Foundation president will be the Foundation member on the interview panel. A portion of the Board meeting held on February 24 <sup>th</sup> will be closed, at this time the committee will inform the Board of the finalists.
<b>Facilities</b>	<b>Ms. Zwirner reported:</b> The committee will meet on February 18 <sup>th</sup> at noon at the Main Library. The recent snow storm caused significant damage to the Main Library steps. The roof leak will need to be addressed as well.
<b>Governance</b>	<b>Ms. Drew reported:</b> no report.
<b>Strategic Planning/ Neighborhood Assessment &amp; Planning</b>	<b>Ms. Millar reported:</b> formatting and pictures are being finalized for the Strategic Plan. If you have anything you would like to add please send to Mr. Dishon ASAP.
<b>NEW BUSINESS</b>	
<b>Recognizing past members</b>	Ms. Drew shared that Jim Doherty passed away. He was a past president of the Friends. The Board will discuss ideas at February's meeting regarding how to honor past members.

*There being no further business the meeting was adjourned at 1:18 p.m.  
The next meeting will be held on Wednesday, February 24, 2016 at 12:00 p.m. at the Main Library*

Recorder: Felicia M. Smith

Approved: \_\_\_\_\_  
Ms. Brenda Drew, Chair