

**Library Board Meeting Minutes
October 24, 2018**

PRESENT: William Yates, Barbara Burton, David Lydiard, Larry Olanrewaju, Daisy Weaver, Gail Zwirner, and City Attorney Laura Drewry

LIBRARY STAFF: Scott Firestine, Clay Dishon, Cheryl Clarke, Tara Franzetti, Karin Hansen, and Gianna Pack

ABSENT: Kevin Butterfield, Tanya Francis, Danita Green, and Friends of the Library Chair Ruth DeBoer

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Vice Chair William Yates at 11:56 a.m. at the Main Library, 101 East Franklin Street, Richmond, Virginia. There was no quorum present at the time of calling the meeting to order. The Reports section of the agenda started until a quorum could be established.

Public Comment Period	None were present.
REPORTS	
Friends of the Library	<p>Clay Dishon</p> <ul style="list-style-type: none">• October 6 – Fall Book Drive was very successful and raised \$13,000.• October 21 – Friends participated with the RPL and the Library of Virginia to have a program with author Susan Orlean at the Main Library with about 70(+) people attending. There was very positive response on the Book. Ms. Orlean's New York Times Book Review article just published. Mr. Firestine will distribute the article via email to Board Members.<ul style="list-style-type: none">▪ Several of the Friends who attended hopes that the Friends, RPL, and the Library of Virginia can partner on future events.• November 2-3 – Book Sale. Always looking for volunteers to help at the sales, even if for a short while and throughout the year for regular shelving activities. Members of the Friends can come to the Book Sale between 10:00 a.m. to 12:00 p.m. and 1:00 p.m. is open to the public. Flyers were available.• November 7 – Friends full Board Meeting. Barbara Burton is the current Board representative for the Friends.
Consent Agenda Amended	<p>At 12:02 p.m. a quorum was established.</p> <p>Approve the September 24, 2018 meeting minutes, the current agenda with changes to move Unfinished Business and New Business to accommodate the existing quorum, and Statistical Report and the pending gifts report as submitted.</p> <p><i>Motion: Gail Zwirner, Second by Daisy Weaver – Approved Unanimously.</i></p>

REPORTS (CONTINUED)	
Library Foundation	<p>Ms. Hansen:</p> <ul style="list-style-type: none"> • Foundation is in full audit mode. Lots of paperwork in process. • Annual Donation Fund Request – On November 7, the Foundation will have a signing of the letter requesting donations. Letters will be mailed out in mid-November. • On-line Donations – Already started. • Wrapping up the end of year with the audit.
UNFINISHED BUSINESS	
<p>The Finance Committee met on July 25 to discuss the Special Funds spending plan. The information was then discussed at the monthly LBOT meeting, where at that time, a motion to approve was not requested.</p> <p>Approve FY19 Special Funds Spending Plan-Account Distribution as submitted. <i>Motion: Gail Zwirner, Second by Larry Olanrewaju – Approved Unanimously.</i></p>	
NEW BUSINESS	
<p>Commonwealth of Virginia, Department of Historic Resources Letter – Discussion. The purpose of the letter is to request permission to install the Dorothy Height highway marker in front of the Hull Street Library Branch.</p> <p>It was decided to table this agenda item until the Library Director can obtain answers to questions that came up during the in-depth discussion on who is the authority to grant the permission to install the highway marker. Mr. Firestine will reach out to Ms. Langan, Director/State Historic Preservation Officer, then report back to the LBOT at the December meeting.</p>	
REPORTS (CONTINUED)	
Administration	<p>Highlights of Director's Report:</p> <p>Staff Update:</p> <ul style="list-style-type: none"> • Main Library/Community Services Manager Tara Franzetti resigned. She accepted a Library Director position in a County she was from in New Jersey. The Board thanked Ms. Franzetti for her service and congratulated her on her new opportunity. • Louis Maranski hired as the Library Associate I/PTE – North Avenue. • Emily Lewis hired as the Library Assistant I/PTE – West End. • Currently there are 18 more positions to fill that will support additional Sunday and evening hours. Moving forward on interviewing in November. <p>Narcan Training: East End Branch Library Manager Adam Zimmerli administered Narcan to a person who was overdosing in the Dollar General parking lot next to the Library.</p> <p>Tropical Storm Michael: City offices closed early on October 11 and delayed opening on October 12. This storm caused more problems with wide-spread outages than the previous hurricane. The EOC activated at the Richmond Ambulance Authority instead of the Main Library. There was no impact on any of the large events going on at the Library.</p>

REPORTS (CONTINUED)

Administration (Continued)

FEEDMOR (Food for Fines): Successful program bringing in approximately a ton of food to help out during the upcoming months.

Comcast Update:

- Met with the Comcast volunteers and technicians to review the space, schedule, and talked with staff. They will use the library when it is open for now. The move date should be the end of November.
- Delivered a fiber line to the building, which will be tied directly to the television station.
- Delivered a data line that will help support the digital maker space once completed.
- Negotiations on an additional data line are in the works. Still evolving.

Staff Development Day Update:

- Columbus Day – October 8: Kicked off the READ Customer Service model. How we deliver our customer service. Moving forward will give out information via articles on customer service both good and bad. Reward employees when they go above and beyond with great customer service.
- Schedule in the morning focused on Library related information such as goals and objectives on weeding the collection, online catalog demonstration, and READS. The scheduled in the afternoon focused on personal growth such as health, wellness, and safety.

SIRSI/DYNIX: Update:

- Met with the City's Attorney, who is in charge of contracts. Sirsi was selected as the vendor for the on-line catalog. Sirsi submitted a master agreement to follow. The City Attorney does not feel that the City can sign the master agreement because the master agreement has different stipulations, clauses, and general terms and conditions that the City wants to follow.
- Before the redlining back in forth, they are planning a conference call between Sirsi's salespeople and the City's Procurement and attorney to talk about where things stand and what can be done in terms of getting the contract done and signed. Hopeful that this should be done early November. If everything runs smoothly, the new systems should be implemented by the beginning of the New Year. The timeline for Sirsi's product is about 30 days to implement after the contract goes through.

Common Book: Annually, VCU gives out about 4,000 books to incoming freshmen. This year's book is *Tell Me How It Ends*, which is about immigration. VCU asked the Library to get involved to help get the community involved. The plan is to observe this year and then move forward to partnership in FY19/20.

Donation of Special Books: Ms. Sharon Cassale donated about 500 children books to the Special Collections. These books are rare special books, some are duplicates in the collection. The duplicate books will be sold and the donated books will be the new replacements on the shelf since they are first editions.

Ms. Cassale also donated graphic novels, which represent the 80's and 90's when graphic novels were taking off in popularity. The graphic novels are first editions. This collection will start off the graphic novels special collection at the Library.

REPORTS (CONTINUED)

Administration (Continued)	<p>Fines and Fees: Supplied an article on eliminating fines and fees. One of our goals is to eliminate fine and fees for youth under age 18. There is an opportunity to implement that policy once the new system is in place. Mr. Firestine will bring a proposal in December on how to implement eliminating fines and fees for youth and the supporting policy.</p> <p>Homeward and Community Connector for Homeless Patrons Update: The money is in Kelly's hands. She is working with a social service agency. In process.</p> <p>One Richmond One Book: Mayor Levar Stoney and Richmond Public Schools Superintendent Jason Kamras kicked off the "One Richmond, One Book" initiative to promote reading and help improve literacy among younger students.</p>
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BOARD COMMITTEE REPORTS

Chair	Kevin Butterfield: No Report.
Finance	Larry Olanrewaju: No Report. Ms. Daisy Weaver is the new Chair for the Finance Committee.
Facilities	Gail Zwirner: Basement issue on flooding is still not resolved, but DPW is currently working on the problem. Planning to meet in November. Currently working on drafting RFP for the Main Library. A RFQ for HVAC is out for bid.
Governance	David Lydiard: No Report.

There being no further business, the meeting was adjourned at 12:50 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, December 5, 2018, at 11:45 a.m. at the Ginter Park Branch Library, 1200 Westbrook Avenue, Richmond, Virginia.

Approved: _____

Kevin Butterfield
Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack
RPL Executive Assistant