



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



**Library Board Meeting Minutes
May 23, 2018**

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

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

ABSENT: Kevin Butterfield, Tanya Francis, Larry Olanrewaju, Friends of RPL President Ruth DeBoer

Meeting of the Library Board of Trustees (LBOT) was called to order by Chair Gail Zwirner, at 11:51 a.m. at the Westover Hills Branch Library, located at 1408 Westover Hills Boulevard, Richmond, Virginia.

Consent Agenda	Approve the April 25, 2018 meeting minutes, the current agenda, Statistical Report, and the pending gifts report as submitted. <i>Motion: David Lydiard, Second by William Yates – Approved Unanimously.</i>
Public Comment Period	None were present.
REPORTS	
Friends of the Library	Mr. Dishon: <ul style="list-style-type: none">• Election of officers for the Friends of the Library took place at the May 2, 2018, meeting. New officers:<ul style="list-style-type: none">○ Ruth DeBoer, President○ Lisa Brennan, Vice President○ Bryan Townes, Secretary○ Mary Cosby, Treasurer• Next Executive Board Meeting – June 6, 2018 at 5:30 p.m. at the Main Library• Annual Meeting – Sunday, September 23 at 3:00 p.m. (Sunday).• New President Ruth DeBoer is making membership a priority by updating the member data base using the same software as the Foundation's and by having a newsletter published.• Discussed amendments to By-Laws:<ul style="list-style-type: none">○ Reducing the members by 2 seats.○ Moving to a fiscal year instead of ending in March. This will allow the Friends of the Library to line up with the rest of the City's Boards.• Chair Zwirner asked for an updated Board and contact listing to be provided at the next meeting.



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Library Foundation	<p>Ms. Hansen:</p> <ul style="list-style-type: none">• The full Library Foundation Board meets June 13, 2018. LBOT members are invited to attend the Foundations' meeting. Ms. Hansen will send out invitations to the LBOT. The meeting starts at 4:00 p.m. with a reception following at 5:00 p.m.• Once the Foundation's elections have been completed, Ms. Hansen will forward an updated listing to Ms. Pack for distribution to the LBOT.• June 9 – Night Out at the Ball Park with Ripple throwing out the first pitch. Ms. Hansen reminded the Board to let her know if anyone would like to attend the game and how many tickets they would need.
Administration	<p>Highlights of Director's Report:</p> <p>Staff Updates:</p> <ul style="list-style-type: none">• Andre Somerville, Library Assistant III, North Avenue resigned June 1, 2018.• There were 14 New Hire positions posted. Twelve positions closed on May 20 and two positions will closed on May 27. Targeting June for interviewing and hiring. <p>Envisionware E-Payment Update: Staff has been receiving positive feedback about the self-checkout and accepting electronic payments. Next step is to be able to pay online at www.richmondpublic.org.</p> <p>SIRSI RFP Update: Four vendors responded to the RFP on April 10, 2018. The committee comprised of Joe Barbie, Priya Duraipandian, Clay Dishon, and OMB reviewed the proposals and narrowed down to three applicants that will do an oral presentation of their product. Selected staff will be involved. Presentations will take place the end of May, early June.</p> <p>Summer Reading Program: The Summer Reading Program will start June 16 through August 4, 2018, using a BINGO card format. Patrons will complete the BINGO card and earn prizes.</p> <p>During the monthly IEE staff training, Jennifer Deuell and Elizabeth Morris explain the program in full detail to staff at each Branch location. Vice Chair Danita Green will meet with Ms. Deuell and Ms. Morris to pursue other opportunities using the summer reading program format with a culture arts community center. Youth Services is doing more programs outside the Library. Working in partnership with RPS and RPL to promote the many programs available.</p>



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Administration (Continued)	<p>Branch Library Bandwidth Increase: Internet bandwidth was increased from 10 Mbps to 100 Mbps. We were able to get a better contract with Verizon to increase the speed of the service and lower the monthly cost using the E-Rate process.</p> <p>Naloxone Training: Naloxone training will be held May 26 at the Hull Street Branch. The Richmond Health Department is very interested in setting up more training at the other Branches. City employees fall under the Good Samaritan Law when assisting.</p> <p>Auto-Personalization Computing Project with University of Maryland: RPL will assist the University of Maryland to develop technology that assists people with disabilities or impairments to better interface with technology. This is a research project through the Trace Institute.</p> <p>Mayor's Youth Academy: The Mayors Youth Academy Summer Work Experience will begin on July 9 and end on August 17. There will be 13 students throughout the Richmond Public Library system.</p> <p>Comcast: Opportunity to provide resources to the community by having an education/TV Channel housed at the Library. Comcast wants to give the Library all the equipment at no charge and to take over the educational channel by the end of 2018. There was concern about an agreement and censorship. Board requested more information from Mr. Firestine before moving forward.</p>
BOARD COMMITTEE REPORTS	
Chair	Ms. Zwirner: Expressed her gratitude for a positive budget outcome.
Finance	<p>Mr. Firestine:</p> <ul style="list-style-type: none">• Amendments to add Sunday hours to Main and the North side (TBD) passed in the Budget.<ul style="list-style-type: none">○ North Avenue has strong attendance, while Ginter Park rates high on door count and foot traffic. Working on the best strategy to see which Northside location will have Sunday hours. Target to start Sunday hours is set for September 2018; factoring in new hires and part-time positions.○ Main Library has not had Sunday hours since 1989.• CIP Budget – Passed with focused repairs:<ul style="list-style-type: none">○ New HVAC – Special Collections○ New Roofs – Broad Rock, Ginter Park, and Hull Street



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Facilities	<p>Mr. Firestine: Facilities Committee did not have a meeting in April or May due to the Budget process. The Committee will meet in the second week in June to move forward on the RFP discussing a draft of the RFP for architectural designs of the Main Library.</p> <p>Would like to invite Don Summers to the next Facilities Committee meeting before he retires.</p>
Governance	<p>David Lydiard:</p> <ul style="list-style-type: none">• Training on the Virginia Freedom of Information Act (VFOIA). Board Members are to attend. Training is on June 13 at 10:00AM in the Main Library. A reminder will be sent out to all Board Members.• Mr. Kevin Butterfield's reappointment term is: July 1, 2018 thru June 30, 2022.• After researching, the only time a term can be extended is if the seat is vacant and there are no appointments to fill.• Mr. Lydiard expressed his gratitude to Cheryl Clarke for an exceptional job expediting the parking lights project at all Branches and having the trees treated at the Ginter Park Branch.
UNFINISHED BUSINESS	
None	
NEW BUSINESS	
<p>A presentation of video footage of patrons expressing what they like about the Richmond Public Library during National Library Week was shown at the end of the meeting.</p>	

There being no further business, the meeting was adjourned at 12:46 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, June 27, 2018, at 11:45 a.m. at the West End Branch Library, Richmond, Virginia.

Approved: _____

Gail J. Zwirner
Ms. Gail Zwirner, Chair

Recorder: Gianna Pack
RPL Executive Assistant