



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



**Library Board Meeting Minutes  
July 25, 2018**

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

**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Tara Franzetti, Karin Hansen, Gianna Pack, Adam Zimmerli, and Friends of the Library Chair Ruth DeBoer

**ABSENT:** Danita Green

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Gail Zwirner, at 11:46 a.m. at the East End Branch Library, located at 1200 North 25th Street, Richmond, Virginia.

<b>Consent Agenda Amended</b>	<p>Chair Zwirner made a motion to amend the Consent Agenda to include nominations for new Chair and Vice Chair according to the By-Laws; Approve the June 27, 2018 meeting minutes, the amended agenda, Statistical Report, and the pending gifts report as submitted.</p> <p><i>Motion: First by David Lydiard, Second by Daisy Weaver – Approved Unanimously.</i></p> <p>Mr. Lydiard opened the floor for nominations – None.</p> <p>Mr. Lydiard announced internal nominations: Kevin Butterfield for Chair and William Yates for Vice Chair. Ballots were passed out to the members to vote. Members present voted for Kevin Butterfield for Chair and William Yates for Vice Chair.</p> <p><i>Motion: Gail Zwirner, Second by Daisy Weaver – Approved Unanimously.</i></p> <p>Mr. Butterfield assumed the position of Chair and continued the meeting. The Board Members thanked Ms. Zwirner for her service as the Board Chair.</p> <p>Mr. Butterfield appointed Ms. Zwirner as Chair for the Facilities Committee.</p>
<b>Public Comment Period</b>	<p>None were present.</p>



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### REPORTS

#### Friends of the Library

##### Ruth DeBoer

- Chair Ruth DeBoer attended the meeting to introduce herself and present an update to the Board.
  - The special book sale was well attended.
  - There is no meeting in August.
  - The FRPL is working on the newsletter to be sent out in mid-August.
  - Annual Meeting is Sunday, September 23, starting at 2:30 p.m., Main Library. Guest speaker will be Howard Owen.
  - Friends Fund Program – Branches can request money to do a program. Branch Managers should contact Clay Dishon for more information and the form requesting funding.
  - Will send letters twice a year to existing members to renew membership.

#### Library Foundation

##### Ms. Hansen:

- Moved account from Wells Fargo to Town Bank to streamline process, reduce fees, and become more transparent through reporting.
- Working on two fundraising initiatives:
  - RVA Reads – A program that partners with local preschools providing story times and books for children to keep.
  - The new Ripple Book Fund to provide funding for books for all children's programs at RPL.

#### Administration

##### Highlights of Director's Report:

##### Staff Updates:

- Hiring process for vacant positions is on-going.
  - Tara Franzetti hired to be the Main Library LCSM.
  - Nadhitha Agaram and Patrick DeRoche hired for Librarian II positions at the Main Library.
  - Joel Lammers hired to be the Library Assistant I (PT) – East End.

**SIRSI RFP Update:** Completing evaluation for Procurement process to determine the best vendor – Target date should be the end of July.

**Main Library Basement Flood:** Minor flooding at Main due to high rain in the afternoon of July 18. This occurs when the combined storm and sanitary sewer on Franklin are overwhelmed. It is dependent on the volume and direction of the rain as well as capacity of the sewer at any one time.



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### REPORTS (CONTINUED)

#### Administration (Continued)

##### Year-End Report:

- The statistics of the Branches are done.
- Door Count went up despite the challenges with the new door counters.
- WIFI/Computer usage increased – Increased the WIFI connection speed.

**New Website:** Mr. Firestine gave a brief demonstration of RPL's 10th Branch, the new website that is still under construction. Board members were encouraged to review the website at <http://dev.rvalibrary.org/>. September is the target date for the new website to go live.

**Summer Reading Program:** Going strong. Received positive feedback on the BINGO theme. Will continue through August 10.

**Library Card Signup and Food for Fines:** September will be library card sign up month. RPL will be giving free replacement cards and waiving fines for canned food donations.

### BOARD COMMITTEE REPORTS

#### Chair

##### Ms. Zwirner:

- Volunteered to participate in RVA Reads 100 Days by reading *To Kill a Mocking Bird* in the Law Library at Main.

#### Finance

##### Mr. Olanrewaju:

- Shared the General Fund Revenue Budget Comparison FY18 vs. FY19 report.
- Reconciling the Special Fund Account to go back to 2014 is in process.
- There is \$12,000 in the 00000-GLR, Early Lit account for the RVA Reads Program.

#### Facilities

##### Kevin Butterfield:

- Since there was no Facilities Committee meeting since June, Mr. Butterfield met with Mr. Firestine on July 6 for a status.
- Ms. Clarke working on maintenance and repairs – Conducting a thorough roofing assessment to make sure that money is used as necessary.
- Art at Hull Street – A piece of artwork will be placed in front of the Hull Street Branch Library to be more of a gateway for the Hull Street area.

#### Governance

**David Lydiard:** No Report.



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### UNFINISHED BUSINESS

**Comcast:** At the May 23, 2018, Board meeting, Mr. Firestine had discussed an opportunity with Comcast. Comcast currently has an agreement with the City that is coming to an end of December 2018. Comcast would like to give the Library all the equipment and air time to support an education/TV Channel.

Mr. Nathan Daugherty, Manager of Government and Regulatory Affairs for Comcast, attended the meeting to answer any remaining questions the Board may have and to provide any additional information. The Board members asked for an assessed value of the equipment and if there were any existing policies already established that the Library could have. Mr. Daugherty said he would get that information to the Director.

After a detailed conversation to address further concerns and by unanimous consensus by the Library Board of Trustees present at the meeting, the Director was asked to move forward working with Comcast to transfer the equipment and to establish the new services.

**Policies:** At the June 27, 2018 meeting, Board members were given the Notary, Interlibrary Loan, and Collection Development policies to review for approval.

Approve the Notary Policy, Interlibrary Loan Policy and Collection Development Policy as submitted.

*Motion: Gail Zwirner, Second by Tanya Francis – Approved Unanimously.*

### NEW BUSINESS

N/A

*There being no further business, the meeting was adjourned at 12:56 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, September 26, 2018, at 11:45 a.m. at the Hull Street Branch Library, 1400 Hull Street, Richmond, Virginia.*

Approved:

  
Mr. Kevin Butterfield, Chair

Recorder: Gianna Pack  
RPL Executive Assistant