



## Richmond Public Library Board

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### Library Board Meeting Minutes September 26, 2018

**PRESENT:** Kevin Butterfield, William Yates, Danita Green, Daisy Weaver, Gail Zwirner, and City Attorney Laura Drewry

**LIBRARY STAFF:** Scott Firestine, Clay Dishon, Cheryl Clarke, Natalie Draper, Karin Hansen, Gianna Pack, and Friends of the Library Chair Ruth DeBoer

**ABSENT:** Barbara Burton, Tanya Francis, David Lydiard, Larry Olanrewaju

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Kevin Butterfield, at 11:49 a.m. at the Hull Street Branch Library, 1400 Hull 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.

<b>Public Comment Period</b>	None were present.
<b>REPORTS</b>	
<b>Friends of the Library</b>	<b>Ruth DeBoer, Chair</b> <ul style="list-style-type: none"><li>• Annual Meeting was Sunday, September 23, 2:30 p.m., Main Library—well attended. Guest speaker was Howard Owen. Added new members.</li><li>• August – Newsletters were mailed.</li><li>• October 3 – Friends of the Library Meeting, 5:30 p.m., Main Library Board Room.</li><li>• October 6 – Book Drive.</li><li>• November 2-3 – Book Sale.</li></ul>
<b>Library Foundation</b>	<b>Ms. Hansen:</b> <ul style="list-style-type: none"><li>• Completed transition to Town Bank, which has a Community Partnership Program.</li><li>• Hired a new accounting firm.</li><li>• The Fund Raising Goals list was approved by the Foundation Board for the year. Ms. Hansen will forward the Foundation approved funding initiatives to Ms. Pack to distribute.<ul style="list-style-type: none"><li>▪ RVA Reads – A program that partners with local preschools providing story times and books for children to keep. Funds will be used to purchase books, supplies and materials, and volunteer incentives.</li></ul></li></ul>

<b>Library Foundation (Continued)</b>	<ul style="list-style-type: none"> <li>▪ The Ripple Book Fund – Raising money for the RPL Children’s Department to always have funding to buy books to give away for all children’s programming and early literacy initiatives.</li> <li>▪ Technology Fund – Provide RPL with additional annual funding to keep technology up to date.</li> </ul>
<b>Consent Agenda Amended</b>	<p>At 11:55 a.m. Ms. Green arrived, quorum present. Mr. Butterfield called a motion to approve the September 26, 2018 meeting minutes, the current agenda, Statistical Reports, and the pending gifts report as submitted.</p> <p><b><i>Motion: Gail Zwirner, Second by Danita Green – Approved Unanimously.</i></b></p>
<b>REPORTS (CONTINUED)</b>	
<b>Administration</b>	<p><b>Highlights of Director’s Report:</b></p> <ul style="list-style-type: none"> <li>• <b>Homeward and Community Connector for Homeless Patron</b> <ul style="list-style-type: none"> <li>▪ In the process of working with Homeward to hire a social worker that will be able to connect with patrons in crisis. Position will be housed at the Main Library and be a resource to all of the Branches, working 20 hours a week. Target date: November 2018.</li> </ul> </li> </ul> <p><b>Staff Updates:</b></p> <ul style="list-style-type: none"> <li>• Twenty open positions currently.</li> <li>• Hiring process for vacant positions is on-going. <ul style="list-style-type: none"> <li>▪ Rose Smith hired as a PTE/LA1 at Westover.</li> <li>▪ Sharetta Johnson hired as PTE/LA1 at Ginter Park.</li> <li>▪ Gloria Burke hired as PTE/LA1 Hull Street.</li> <li>▪ Keisha Taylor hired PTE/LA2 at North Avenue.</li> <li>▪ Tori Nunnally hired as the Library Associate 2 in Early Literacy at Main, but is acting as LCSM at Westover Hills.</li> </ul> </li> <li>• <b>Challenges:</b> <ul style="list-style-type: none"> <li>▪ Unemployment rate is very low.</li> <li>▪ Wages do not seem competitive with the market.</li> <li>▪ Promoting within the organization creates additional vacancies.</li> </ul> </li> <li>• <b>Positives:</b> <ul style="list-style-type: none"> <li>▪ Expanded Service Hours – Main and Ginter Park are open Monday – Thursday 10:00 a.m. – 8:00 p.m. All locations now open at 10:00 a.m.</li> <li>▪ Sundays will be added at Main and Ginter Park when hiring is complete. Target date: December 15, 2018.</li> </ul> </li> </ul> <p><b>SIRSI/DYNIX:</b> SIRSI/DYNIX, Enterprise, Saas was selected as the Integrated Library System (ILS). Waiting on SIRSI to sign the contract before implementing. The search interface that patrons use will be greatly improved. The system will be SaaS (software as a service) and will be hosted by SirsiDynix instead of RPL/COR.</p>

REPORTS (CONTINUED)	
Administration (Continued)	<p><b>Hull Street Art Project:</b> Mickael Broth (Night Owl) was selected to create an outdoor sculpture. The site is in front of the Branch within the existing circle. In addition to the sculpture, Hull Street will get new landscaping, benches, bike racks, and signage facing Hull Street with up/down lighting under the signs. Target date to complete: October 31, 2018.</p> <p><b>Staff Development Day (October 8, 2018):</b> Morning session will focus on professional development and afternoon session will focus on personal development.</p> <p><b>Narcan (Naloxone) Training:</b> There are about 16 employees currently certified. Mandatory for Branch Managers, Senior Administration, and recommended staff members. We offered training to staff and the public at all locations. After training, the individual will get a free prescription for Narcan to carry.</p> <p><b>Great American Read:</b> Day 84. Almost 100! Website contains videos of readers reading the 100 titles. The program has grown beyond expectations. This program has sparked a community conversation about books and reading.</p> <p><b>New Website:</b> The website was delayed until December 1 to go live. An outside consultant, Odd Egg, was brought in to review the current draft. They offered recommendations that the committee will be implementing.</p> <p><b>Comcast Update:</b></p> <ul style="list-style-type: none"> <li>• Comcast installed a fiber circuit at the Main Library for the television station.</li> <li>• A meeting was held with volunteer technicians that produce the programs at the current channel.</li> <li>• The studio will be located on the second floor of the Main Library. The control room will be adjacent to the studio room. This will allow the best public access during library service hours.</li> <li>• November 26 Comcast decreases live programming. The studio will move to the library during that hiatus. Equipment will be installed, and staff will have training at the Main Library to begin operations December 1, 2018.</li> </ul> <p><b>Policies:</b> Updating ongoing. All Library policies as located on the website.</p> <p><b>Strategic Plan Update:</b> Plan was distributed to Branch Managers to do their annual updates. An update will be presented at the December Board Meeting.</p>
BOARD COMMITTEE REPORTS	
Chair	<p><b>Mr. Butterfield:</b></p> <ul style="list-style-type: none"> <li>• Met with Ms. Zwirner to discuss transition issues.</li> <li>• Attended the Richmond Public Library Foundation Board Meeting on September 19. Mr. Butterfield asked Ms. Hansen if she would share the reports from the Foundation Board meeting with the Library Board. Ms. Pack will distribute.</li> </ul>

<b>BOARD COMMITTEE REPORTS (CONTINUED)</b>	
<b>Finance</b>	<p><b>Scott Firestine:</b></p> <ul style="list-style-type: none"> <li>Ms. Weaver had questions regarding the Financial Report over Special Funds pertaining to the Law Library: <ul style="list-style-type: none"> <li>FY18-FY19 – The rollovers are in process.</li> <li>The Richmond Library General Fund Report shows negative numbers due to reconciliation delays in RAPIDs, the City’s enterprise accounting system. The Finance Department is preparing reconciliations to improve and correct reports.</li> </ul> </li> </ul>
<b>Facilities</b>	<p><b>Gail Zwirner:</b></p> <ul style="list-style-type: none"> <li>The Facilities Committee did not meet with City staff on the CIP about the RFP in September as intended. Will update Board Members on Phase II of the Master Plan once meeting takes place.</li> <li>Hull Street Art Project and landscaping is progressing as scheduled.</li> <li>The Reading Clock statue in Main Library park was damaged due to a vehicle accident. The clock cannot be repaired. The company that initially built the clock gave a replacement cost of \$13,000. Repair to the fence will be approximately \$5,000. A temporary fence was put up to close off the park. The estimated total cost for all damages from the vehicle accident should be about \$25,000. These cost will be covered by the driver’s insurance.</li> <li>West End Branch construction project bonding litigation is complete. New contractors will finish the incorrect/incomplete details of the project starting in October.</li> <li>CIP Projects – HVAC issues in the Special Collections and roof repairs to Branches are ongoing and incomplete.</li> </ul>
<b>Governance</b>	<p><b>David Lydiard:</b> No Report.</p>
<b>UNFINISHED BUSINESS</b>	
N/A	
<b>NEW BUSINESS</b>	
<ul style="list-style-type: none"> <li>Mr. Butterfield proposed to the Board members: <ul style="list-style-type: none"> <li>Requested Board members begin to consider goals and objectives for FY19. Focus on strategic items, policy and large projects moving forward, such as the RFP for the Main Library, setting priorities, and assisting the Director.</li> <li>Discuss unfinished business from the previous year – prioritize and focus.</li> <li>How do public libraries fit into greater community? Mr. Butterfield will share articles with the Board Members and with the Friends of the Library.</li> <li>Committees – Governance, Facilities, and Finance – Would like all members of the Library Board to be an active member on an existing committee or need to think about if any other committee needs to be established. Members need to notify the Chair or Vice Chair with a committee of choice or a committee will be assigned.</li> </ul> </li> </ul>	

**NEW BUSINESS (CONTINUED)**

- Hull Street Branch Library/Community Services Manager Natalie Draper introduced Nideria Brown who just finished with Library School. The Board acknowledged Ms. Brown on her accomplishment.

*There being no further business, the meeting was adjourned at 12:35 p.m. by unanimous consensus by the Library Board of Trustees present at the meeting. The next meeting will be held on Wednesday, October 24, 2018, at 11:45 a.m. at the Main Library, 101 E. Franklin Street, Richmond, Virginia.*

Approved:   
Mr. William Yates, Vice Chair

Recorder: Gianna Pack  
RPL Executive Assistant