



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



**Library Board Meeting Minutes
June 27, 2018**

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

LIBRARY STAFF: Scott Firestine, Clay Dishon, Cheryl Clarke, Gianna Pack, Patricia Parks

ABSENT: Kevin Butterfield, Karin Hansen

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair Gail Zwirner, at 11:47 a.m. at the West End Branch Library, located at 5420 Patterson Avenue, Richmond, Virginia.

Consent Agenda	Approve the May 23, 2018 meeting minutes, the current agenda, Statistical Report, and the pending gifts report as submitted. <i>Motion: Daisy Weaver, 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">Members Only Book Sale, June 30, 2018, 12:00 p.m. to 4:00 p.m. – Richmond Public Main Library, 101 East Franklin Street in Richmond. If anyone is not a current member of the Friends of the Library, they can join at the door and attend the book sale.<ul style="list-style-type: none">Due to an increase in donations allowed for an additional book sale.Proceeds support Library programs, special events, and resources.
Library Foundation	Ms. Zwirner: <ul style="list-style-type: none">Attended the full Quarterly Library Foundation Board meeting that met June 13, 2018, at 4:00 p.m. with a reception immediately following. Library Board members were invited to attend.The Board voted on new officers: Appointed incoming Trevor Cox as President, Tanner Pilcher as Vice President, Lynn Kyle Manson as Treasurer, and Rich Peterson as a new Board Member.Former Chair Ms. Jennifer Goins will move forward to be the Development Committee Chair.Foundation contributed \$12K to the Library to support teen and other library programs.



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Administration	<p>Highlights of Director's Report:</p> <p>Staff Updates:</p> <ul style="list-style-type: none">• Hiring process for vacant positions are ongoing with the scheduled interviews:<ul style="list-style-type: none">○ Library Associate I interviews (Belmont) – June 14 and 18○ LCSM Main – June 19-20○ Library Assistant II (East End) – June 20○ Librarian II-Digital Reference – June 25-26○ Library Assistant I (6) – June 26○ Library Assistant II (5) – June 27○ Librarian II-Digital Literacy and Technology – July <p>Envisionware E-Payment Update: Self-check, print management payment kiosks, and electronic payment at staff point of sale are installed and operating smoothly. RPL can now receive all major credit cards not including AMEX. By the end of June, patrons will be able to pay fines and fees through the www.rvalibrary.org website.</p> <p>SIRSI RFP Update: Sirsi, Innovative Interfaces, TLC/CARL were the integrated library system vendors that were selected to do an on-site visit and demonstration for the RFP to staff from every location. The next step is to discuss costs of the products.</p> <p>Main Library Basement Flood: On June 22, approximately 3:00 a.m., the restrooms in the library basement area backed up and flooded the Special Collections area to the entrance of the Auditorium. Carpet in half of the Special Collections room and hard surfaces were effected. There was no damage to the materials housed in that area.</p> <p>The Director, Deputy Director, Housekeeping staff, and Library IT moved furniture in the Special Collections area and worked rapidly to get the water up as quickly as possible. It was crucial to dry the Special Collections room as soon as possible because the humidity must be controlled. ServPro was called in to respond to the flood in the basement. Fans, dehumidifiers, antifungal/antibacterial treatment was applied and the floor was dried continuously for an additional 48 hours.</p> <p>RVA Reads 100 Days: Ms. Parks gave a presentation on the RPL initiative inspired by the PBS series, The Great American Read. The RVA Reads 100 Days program will kick off on July 4, 2018. Starting on July 4 on any given day for 100 days somewhere in the City, a Richmonder/volunteer will read or discuss one of the 100 books on The Great American Read list. Ms. Parks is looking for more volunteers to participate.</p> <p>Mr. Firestine will participate in a video on top of the Main Library rooftop promoting the program. The website: www.rvalibrary.org/100days, was created where people can sign up to participate. It also has a map of the City illustrating the location, reader, and topic. Ms. Parks will also be live streaming and archiving participation at all locations.</p>
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Administration (Continued)

Department of Environmental Quality (DEQ) Grant: RPL received notification that James River Association, the Library, and DPU were awarded the Department of Environmental Quality (DEQ) 319(h) grant. DEQ received 12 proposals, requesting over \$4.1 million; DEQ had a total of approximately \$3 million available for funding over a two year period. Each application was scored and reviewed by a committee of the DEQ staff. The proposal for “Richmond Public Libraries as a Catalyst for Green Infrastructure” was selected to receive funding in 2019. The committee is offering a reduced amount of \$128,869.50. RPL is very confident we will be successful seeking other funders to support the project.

Comcast: At the May 23, 2018, Board meeting, Mr. Firestine 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. The Board requested additional information before further discussing the opportunity.

Mr. Nathan Daugherty, Manager of Government and Regulatory Affairs for Comcast attended the meeting to answer any questions the Board may have and to provide any additional information.

Mr. Firestine and Mr. Daugherty toured the Current Comcast Education Channel station. Currently, the equipment is in good standing condition. There will be future costs for replacement and maintenance. There is one employee and volunteers that currently work on scheduling and programing. The programs can be tailored to the needs of the City and Library and will remain a public access channel. Programs are promoted by the user. Currently, Comcast does not censor or monitor programs, existing FCC guidelines ensure that programs cannot be indecent or obscene.

Benefits to the Library:

- Follows the Library’s mission: Inform, Enrich, Empower
- Expand resources into the digital realm
- Follow the 1st Amendment – Citizens expressing through programs

Concerns:

- Library disclaimer
- Branding
- Space/location
- Program may be discontinued at the Library’s discretion

Ms. Zwirner asked City Attorney Laura Drewry to review the current City/Comcast agreement/ordinance and to provide information at the next meeting. Mr. Daugherty will follow up.



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Administration (Continued)	<p>Dublin Nomination: The 23rd winner of the International DUBLIN Literary Award is <i>Solar Bones</i> by Irish author, Mike McCormack. The winning book was nominated by Galway Libraries, Ireland and Nottingham City Libraries, UK.</p> <p>RPL nominated: <i>Homegoing</i> by Yaa Gyasi, <i>The Nix</i> by Nathan Hill, and <i>Behold the Dreamers</i> by Imbolo Mbue.</p>
BOARD COMMITTEE REPORTS	
Chair	<p>Ms. Zwirner:</p> <ul style="list-style-type: none">• Attended the June 12, 2018, Facilities Committee Meeting.• Attended the June 13, 2018, Foundation Quarterly Meeting.
Finance	<p>Mr. Olanrewaju: Mr. Firestine distributed a detailed Library Budget spreadsheet with actuals and anticipated revenues:</p> <ul style="list-style-type: none">• End of FY18 – On target to meet expenses for the current year• \$5.1M Expended• Monies encumbered• Account: 70161 Anticipated Revenue – Carryover money<ul style="list-style-type: none">○ Implement all technology updates – PO's submitted• \$250K allocated for Main to have Sunday hours• \$75K allocated for Ginter Park to have Sunday hours• FY19 Budget: \$5.7M
Facilities	<p>Ms. Zwirner/Mr. Firestine: Facilities Committee met June 12, 2018. Discussed:</p> <ul style="list-style-type: none">• Master Plan – Phase II – Main Library<ul style="list-style-type: none">○ RFP for an architect to provide schematic of the Main Library renovations• Restoration: HVAC – Special Collections Room• New Roofs – Hull Street, Broad Rock, Ginter Park<ul style="list-style-type: none">○ Working with CIP to review the condition of each roof to prioritize repairs
Governance	<p>David Lydiard: Voting for new Officer will take place at the next meeting. There are six member eligible for the Chair and Vice Chair seats. Whoever is interested in being nominated should email David Lydiard directly.</p> <p>Mr. Lydiard recognized Chair Ms. Zwirner and Vice Chair Ms. Green for their outstanding contributions serving in the leadership capacity.</p>



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UNFINISHED BUSINESS

None

NEW BUSINESS

The Board was given three policies to review for voting at the July 25, 2018 Board Meeting.

Policies to review:

- Notary Policy (In Packet)
- Interlibrary Policy (In Packet)
- Collection Development Policy (Hand-out)

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, July 25, 2018, at 11:45 a.m. at the East End Branch Library, 1200 North 25th Street, Richmond, Virginia.

Approved: _____

Gail J. Zwirner
Ms. Gail Zwirner, Chair

Recorder: Gianna Pack
RPL Executive Assistant