



Marv Riley Styles Public Library Board of Trustees Virtual Meeting

Wednesday August 19, 2020 at 7:00 PM

All members of the public may view this electronic meeting via this Skype meeting link:

<https://meet.lync.com/fallschurch-fallschurchva/jcarroll/93H33S9W>

The following links are materials for the meeting. Open the agenda to see the full list of items being discussed at the meeting

1. Public Notice Library Board Virtual Meeting

Documents:

[20200819_PUBLIC_NOTICE_LIBRARY_BOARD_VIRTUAL_MEETING.PDF](#)

2. Library Board Virtual Meeting Agenda

Documents:

[20200819_LIBRARY_BOARD_VIRTUAL_MEETING_AGENDA.PDF](#)

3. Draft Special Meeting Minutes January 09, 2020

Documents:

[20200109_DRAFT_REV_SPECIAL_BOARD_MTG_MINUTES.PDF](#)

4. Draft Virtual Meeting Minutes July 29, 2020

Documents:

[20200729_DRAFT_REV_BOARD_MTG_MINUTES.PDF](#)

5. Collection Statistics

Documents:

[20200819COLLECTION_STATISTICS.PDF](#)

6. Circulation Statistics

Documents:

[20200819CIRCULATION_STATISTICS.PDF](#)

7. Book Sale And Memorial Statistics

Documents:

[20200819 BOOKSALE_MEMORIAL_STATISTICS.PDF](#)



PUBLIC NOTICE:

**LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING**

Meeting login link can be found at:

<http://www.fallschurchva.gov/LibraryBoard>

Wednesday, August 19, 2020, 7:00 P.M.

PLEASE DO NOT REMOVE THIS NOTICE

POSTED: 8-12-2020

For more information contact Jennifer Carroll jcarroll@fallschurchva.gov

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Mary Riley Styles Public Library
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Virtual Meeting: <https://meet.lync.com/fallschurch-fallschurchva/jcarroll/93H33S9W>

Wednesday, August 19, 2020
7:00 p.m.

NOTICE: The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All participating members of the Library Board of Trustees will be present at this meeting through electronic means. All members of the public may view this electronic meeting via this Skype meeting link: <https://meet.lync.com/fallschurch-fallschurchva/jcarroll/93H33S9W>.

Public comments may be submitted to jcarroll@fallschurchva.gov until 7:30 p.m. on August 19, 2020. All comments will be provided to the Library Board of Trustees members and comments received by the deadline will be summarized during the meeting.

PLEASE NOTE: This meeting will be conducted via Skype. If you do not already use Skype, you will be prompted to install it when clicking the meeting link, so please take some time ahead of the meeting to do so. **If needed, there are short instructions to install the application following the meeting agenda.** Please email jcarroll@fallschurchva.gov if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. Call to order, roll call and introduction of guests
2. Receipt of petitions
3. Approval of January 9, 2020 Special Meeting Minutes
4. Approval of July 29, 2020 Meeting Minutes
5. Library report and announcements
6. Library Foundation report
7. Council Liaison report
8. Arts and Humanities Council report
9. Library Project Update
10. Business not on the Agenda
11. Adjournment

Accessing Skype – New Users

Smartphone: If you plan to view the meeting on a smartphone, access your preferred app store to download the “Skype” app. You will have to allow Skype access to some features on your phone and accept their terms and conditions.

PC/Windows: If you plan to view the meeting on a personal computer, visit www.skype.com to download and install the program. You will have to allow Skype access to some features on your computer and accept their terms and conditions.

After downloading Skype:

- Click the advertised meeting link to join the Skype meeting.
- When the app opens, click ‘Join as Guest’ and enter your name. Click the blue arrow to continue.
- The meeting will start with your microphone and video features turned off. As an observer, you can view or listen to the meeting without these features. If you are a meeting participant, you should enable at least the microphone feature. Video is not required but may be useful. Depending on your role in the meeting, there may be restrictions on whether you can speak during the meeting.

SPECIAL MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held in the Mary Riley Styles Public Library
120 N. Virginia Avenue Falls Church, VA 22046
January 9, 2020

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairperson Stephanie Oppenheimer called the meeting to order at 7:03 p.m. The following Board members attended the meeting:

Stephanie Oppenheimer
Jeff Peterson
Don Camp
Chet DeLong
Chrystie Swiney
Kathleen Tysse
Molly Novotny

Planning Commission Liaison Rob Puentes was not in attendance.

Ms. Oppenheimer introduced guests to the Board: Council Member Marybeth Connelly, Finance Director Kiran Bawa, Public Resources Manager Karin Battle, City Manager Wyatt Shields, Director of Public Works Mike Whitfield, and CIP Project Manager Mr. Lionel Millard. Others present for the meeting included: Council Liaison Ross Litkenhous, Library Director Jenny Carroll and her assistant Claudia Gutierrez.

Asher Morse (city resident) and Ross Wilson were present as well and were asked to wait outside until the closed meeting re-opened.

2. CLOSED SESSION

Upon a motion made by Board Member Jeff Peterson, seconded and passed by unanimous vote of the Library Board of Trustees, the Board went into closed session pursuant to Virginia code section 2.2-3722.a.29, for purposes of discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contracts, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the library board. [Construction contract]

GOING IN TIME: 7:06 pm

Roll Call Vote:

Stephanie Oppenheimer
Chet DeLong
Jeff Peterson
Don Camp
Chrystie Swiney
Molly Novotny

- * Kathleen Tysse Joined the closed meeting at 7:22 pm
- * Council Member Ross Litkenhous left the closed meeting at 7:47 pm

COMING OUT TIME 8:21pm

Mr. Jeff Peterson moved that the Library Board of Trustees conclude its closed meeting at 8:21 pm and reconvene in an open session.

3. CERTIFICATION

Motion to certify the closed session:

Mr. Peterson moved that the members of the Library Board of Trustees certify that, to the best of their knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter; and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Library Board.

The motion was seconded and passed by unanimous vote of the Library Board of Trustees.

4. RETURN TO OPEN SESSION

The two guests, Asher Morse and Ross Wilson, were asked to rejoin the Board meeting.

Upon a motion duly made and seconded, the Board approved that Ms. Oppenheimer and Ms. Novotny represent the library Board at the Council meeting on Monday, January 13 during their closed session.

Councilmember Marybeth Connelly suggested consolidating public comments supporting the library since the January 13th Council meeting could be a long session.

5. BUSINESS NOT ON THE AGENDA

Upcoming dates:

- o Monday January 13, Council Meeting regular and closed session at 7:30 pm
- o Wednesday January 15, regular Library Board Meeting (may include a closed session) at 7:00 pm
- o Monday January 27, regular Council Meeting Session at 7:30 pm

6. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:29 p.m.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Stephanie Oppenheimer, Chairperson

Copies: Board of Trustees, City Manager, Library Reference Desk, Staff Bulletin Board, City Clerk,
Library Web Page

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MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: July 29, 2020

LOCATION: Meeting held via Skype.

NOTICE: This virtual meeting of the Library Board of Trustees was held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency. All participating members of the Library Board of Trustees were present at this meeting through electronic means. All members of the public may view this video of this meeting on the City’s website at www.fallschurchva.gov/362/Library-Board-of-Trustees

1.- MEETING CALLED TO ORDER BY: Stephanie Oppenheimer at 7:00 PM

THOSE PRESENT:

<p><u>Library Board Members</u></p> <p>Ms. Stephanie Oppenheimer: <u>✓</u> Mr. Jeff Peterson: <u>✓</u> Mr. Chet De Long: <u>✓</u> Ms. Molly Novotny: <u>✓</u> Mr. Don Camp: <u>✓</u> Ms. Kathleen Tysse: <u>✓</u> Ms. Chrystie Swiney: <u>Absent excused</u></p>

OTHERS PRESENT: City Principal Planner and West Falls Project Manager Carly Aubrey, Ms. Amy Friedlander from the EYA Development LLC in partnership with the Falls Church Gateway Partners Development LLC, City Project Manager Lionel Millard, Library Director Jenny Carroll, and Senior Administrative Assistant Claudia Gutierrez.

Item # 10 (West Falls Church Economic Development Project Presentation) was moved up in the agenda to the start of the meeting.

TOPICS OF DISCUSSION:

2.- WEST FALLS CHURCH ECONOMIC DEVELOPMENT PROJECT PRESENTATION

- PM Aubrey and Ms. Friedlander presented proposed amended renderings of the West Falls Phase 1 Project.
- Comments from the public and Boards and Commissions will be received until July 31; comments would go before Council on August 10th. The approval for this project is expected by early 2021.
- This project will provide some non-monetary voluntary concessions. The land lease payments will go into the City's general fund with the primary goal to pay for the bonds.
- The presentation included the 40 acres of the West Falls development with affordable apartment buildings, condominiums, a hotel, a grocery store, a senior building, offices, civic spaces, retail, an educational music center and parking. It will also include outdoor areas for people to gather, larger events, kiosks, seating areas, and public art. There will be a connection across the development between the Metro station and Route 7. Updated information about the project can be found at www.fallschurchva.gov/wfc

3.- RECEIPT OF PETITIONS

- Sally Ekfelt, member of the CBC Youth Representative Initiative Committee, contacted Ms. Oppenheimer requesting interviewers for the 48 student applicants. Ms. Ekfelt also asked if the Library Board would consider taking additional student representatives and if the Board will be meeting virtually or in person in the Fall. The Board decided to accept two students, they will review the overview that CBC will provide to make sure there is a mutual benefit for both the Board and the students. Ms. Oppenheimer will respond to Ms. Ekfelt about the Board's decision. If any Board member is interested in being an interviewer, they can contact Ms. Oppenheimer.

4.- APPROVAL OF JUNE 11, 2020 VIRTUAL SPECIAL MEETING MINUTES

The Director pointed out that the new format used for the Board minutes was provided by the City Clerk.

Upon a motion duly made by Mr. Camp and seconded by Ms. Novotny, the Library Board approved the June 11, 2020 Virtual Special Meeting Minutes with minor changes.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**
 Mr. Chet De Long **YES**
 Ms. Kathleen Tysse **YES**
 Mr. Don Camp **YES**
 Ms. Molly Novotny **AYE**
 Mr. Jeff Peterson **AYE**

5.- APPROVAL OF JUNE 17, 2020 VIRTUAL MEETING MINUTES

Upon a motion duly made by Mr. DeLong and seconded by Mr. Camp, the Library Board approved the June 17, 2020 Virtual Meeting Minutes with minor changes.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer AYE

Mr. Chet De Long YES

Ms. Kathleen Tysse YES

Mr. Don Camp YES

Ms. Molly Novotny AYE

Mr. Jeff Peterson AYE

6.- LIBRARY REPORT AND ANNOUNCEMENTS

- Under Social Justice & Racial Equality, the library will present a virtual program - Community Conversations: Police Reform on August 5 at 7pm. The format is a panel discussion with Q&A to follow. The panel includes City of Falls Church Chief of Police Mary Gavin, Human Resources Director Steve Mason and the President of the Fairfax County National Association for the Advancement of Colored People (NAACP) Sean Perryman.
- Curbside service update: Since this service started, it has provided a total of 2,269 transactions with an average of 65 to 70 per day. The month of June was outstanding for number of reserves placed for a total of 3,915.
- Virtual Summer Reading Program supported by Beanstack is still going on. A total of 875 participants signed up including children, adults and City employees. When children or teens complete their reading challenge, they choose a book from a set list of titles for their prize which is then delivered through curbside service.
- On Monday July 27, the library project Furniture Fixtures and Equipment (FFE) contract with Liberty Systems was presented to Council and approved.
- The City's firearms ordinance was approved on its first reading; the second reading will be presented on August 10 with a public hearing. The Director thanked Ms. Tysse for participating in the Gun Legislation Working Group who put forward information to Chief Gavin. Chief Gavin and City Attorney Carol McCoskrie assembled the ordinance. Ms. Tysse encouraged the Board and the public to use their voices to support this legislation. The Board presented a statement requesting banning guns in the library which was included in the City of Falls Church Legislative Agenda in January. Ms. Tysse will write a letter on behalf of the Board to City Council reiterating the Board's position supporting the ban of weapons and guns in the library. The Board will review by email, the Director will make necessary

changes, and will provide it to Ms. Oppenheimer for signature. The Director will submit to City Council.

Upon a motion duly made by Mr. DeLong and seconded by Mr. Camp, the Library Board continues to support the gun legislation as a critical issue for the library and they repeated their statement of support.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Chet De Long **YES**

Ms. Kathleen Tysse **YES**

Mr. Don Camp **YES**

Ms. Molly Novotny **YES**

Mr. Jeff Peterson **YES**

7.- LIBRARY PROJECT UPDATE

- The tour date should be in the next two weeks after the slab on grade is poured and the site is less-congested and safer for visitors.
- Despite the rainfall, the project is still on schedule. There were 3-4 days of rain last week.
- The structural steel C channel columns and lintels have been completed along with the demolition from Barco. There are huge openings for free egress pass-throughs on the side of the building on Virginia Avenue.
- The elevator pit foundation and first floor walls were poured.
- The new stairwell area into the lower area has been cut out and will be finished soon.
- Spread and strip footings for the new addition area are 80 % completed. There are two courses of block up (walls being set).
- There is some substantial progress on the framing of the interior area in the lower and main level including the small meeting room areas, local history room, and the medium meeting room.
- Harris Mechanical, who is a subcontractor, started the new duct work.
- Structural steel work will start by the end of August.
- The City received NVTG grants one of which is to update Park Avenue including utility undergrounding. Ms. Oppenheimer asked if that included the post in front of

the library. Mr. Millard stated that Dominion would be responsible for relocating poles as part of the library project if that was desired (according to Ms. Mester). If the poles are not relocated during the library project, the utilities would be undergrounded as part of the NVTC grant.

7.- LIBRARY FOUNDATION REPORT

- Don Camp, Foundation member, informed the Board that the Foundation continues to receive donations and recently received a \$1,500 donation from a regular donor. The Foundation quarterly meeting will be held in August and work will start on the annual solicitation. They will be discussing the Chet DeLong Award for the staff of the year, and the awardee will be announced in the Fall.

8.- COUNCIL LIAISON REPORT

- No report

9.- ARTS AND HUMANITIES COUNCIL REPORT

- No report

11.- DRAFT 2020-2024 FIVE YEAR PLAN

- The Board discussed the Five Year Plan and amended the plan to include a statement about working on incorporating diversity into the document including the mission, vision, assumptions, and goals.

Upon a motion duly made by Mr. DeLong and seconded by Mr. Camp, the Library Board unanimously approved the 2020-2024 Five Year Plan as discussed and amended.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Chet De Long **YES**

Ms. Kathleen Tysse **YES**

Mr. Don Camp **YES**

Ms. Molly Novotny **YES**

Mr. Jeff Peterson **YES**

12.- DRAFT FY20 LIBRARY ANNUAL REPORT

- The Board made changes and were pleased with the new infographics look and content of the report. The Director pointed out that despite the library being closed

during the moving into the temporary location and the start of COVID-19, the circulation of the library materials was over 366,000, which is a very healthy circulation rate. She will present the Annual report to Council on August 10 including the statistical charts.

Upon a motion duly made by Mr. DeLong [Don Camp argued that it didn't need a motion] the Library Board unanimously approved the Annual Report as amended.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Chet De Long **YES**

Ms. Kathleen Tysse **YES**

Mr. Don Camp **YES**

Ms. Molly Novotny **YES**

Mr. Jeff Peterson **YES**

13.- BUSINESS NOT ON THE AGENDA

- Next Board meeting is on for August 19.
- The Library Director was appointed as the director representative to the Firearms Committee.
- The replacement for Mr. DeLong is still pending.
- Mr. Peterson will send an email to the library Director with questions regarding the land lease payments distribution for the West Falls project. The Director will direct it to the appropriate person.

14.- ADJOURNMENT

Upon a motion duly made by Mr. DeLong seconded by Ms. Tysse, the Library Board voted unanimously to adjourn the meeting at 9:15 PM.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Stephanie Oppenheimer, Chairperson

Copies: Board of Trustees, City Manager, Library Reference Desk, Staff Bulletin Board, City Clerk, Library Web Page

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DRAFT

	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
FY2021 BUDGET		
JULY	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00
MARCH	\$0.00	\$0.00
APRIL	\$0.00	\$0.00
MAY	\$0.00	\$0.00
JUNE	\$0.00	\$0.00
Total Book Sale	\$0.00	
Total Book Bag Sale	\$0.00	
TOTAL FUNDS RAISED TO DATE	\$0.00	

MEMORIALS FY2021	
JULY	
Better World Books	\$209.82
Misc. Cash Rung in at Register	\$0.00
AUGUST	
Misc. Cash Rung in at Register	\$0.00
SEPTEMBER	
Misc. Cash Rung in at Register	\$0.00
OCTOBER	
Misc. Cash Rung in at Register	\$0.00
NOVEMBER	
Misc. Cash Rung in at Register	\$0.00
DECEMBER	
Misc. Cash Rung in at Register	\$0.00
JANUARY	

Misc. Cash Rung in at Register \$0.00

FEBRUARY

Misc. Cash Rung in at Register \$0.00

MARCH

Misc. Cash Rung in at Register \$0.00

APRIL

Misc. Cash Rung in at Register \$0.00

MAY

Misc. Cash Rung in at Register \$0.00

JUNE

Misc. Cash Rung in at Register \$0.00

MEMORIAL FUNDS RAISED TO DATE \$209.82