



Mary Riley Styles Public Library Board of Trustees Meeting

Wednesday, August 21, 2019

7:00 p.m.

Library Conference Room

120 N. Virginia Ave.

Falls Church, VA 22046

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

1. Agenda

Documents:

[20190821AGENDA.PDF](#)

2. Draft Minutes July 17, 2019

Documents:

[20190821DRAFTMINUTESJULY.PDF](#)

3. Library Board Of Trustees Bylaws Draft

Documents:

[20190821LBOTBYLAWSDRAFT3.20.2019.PDF](#)

4. Library Board Of Trustees Bylaws Final

Documents:

[20190821LBOTBYLAWSFINAL4.18.2018.PDF](#)

5. Collection Statistics

Documents:

[20190821COLLECTIONSTATISTICS.PDF](#)

6. Circulation Statistics

Documents:

[20190821CIRCULATIONSTATISTICS.PDF](#)

7. Book Sale And Memorial Statistics

Documents:

[20190821BOOKSALEMEMORIALSTATISTICS.PDF](#)

Mary Riley Styles Public Library
120 North Virginia Avenue
Falls Church, Virginia 22046

AGENDA
LIBRARY BOARD OF TRUSTEES MEETING
Library Conference Room
Meeting on Wednesday, August 21, 2019
Time: 7:00 p.m.
Agenda Notice Posted: August 14, 2019

1. Call to order, roll call and introduction of guests
2. Receipt of petitions
3. Approval of the July 17, 2019 Meeting Minutes
4. Library report and announcements
5. Library Foundation report
6. Council Liaison report
7. Student Liaison report
8. Arts and Humanities Council Report (CATCH)
9. Library Project Update
10. Local History Room NEH Grant presentation
11. Board Business Meeting
 - a. Voting for Vice Chair
 - b. Adoption of Rules of Procedure/Bylaws
12. Business not on the Agenda
13. Adjournment

Next meetings: Regular meeting on Wednesday, September 18, 2019 @ 7 p.m. in Conference Room

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act.
To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

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
July 17, 2019

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Acting Chairperson Chet DeLong called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

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

Absences excused - Jeff Peterson

Planning Commission Liaison, Rob Puentes and Council Liaison Ross Litkenhous, were not in attendance.

Others present for the meeting included: Director of Public Works Mike Whitfield, City Planning Consultant Shelly Mastran, Library Director Jenny Carroll and her assistant Claudia Gutierrez.

The Director introduced to the Board City's Planning Consultant Shelly Mastran. She will be presenting an update on the Comprehensive Plan - Demographics and Housing Chapters.

2. RECEIPT OF PETITIONS

The Director stated that in preparation for the library move in the fall, Reference Supervisor Marshall Webster, requests the Board's permission to close the Local History Room to the public in mid-August.

Upon a motion duly made and seconded, the Library Board unanimously approved to close the Local History Room to the public by August 15 and intend to re-open with the new building.

The Director requested implementing auto-renewal to start before moving to the temporary location. Apollo (ILS) has the capability to separate auto-renewals from initial checkouts and patron initiated renewals for statistical purposes. This feature is in addition to Gabbie (renewal by text) and email reminders.

Upon a motion duly made and seconded, the Library Board unanimously approved implementing the auto-renewal feature, starting immediately.

3. APPROVAL OF THE JUNE 19, 2019 MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the June 19, 2019 meeting minutes with minor changes.

4. LIBRARY REPORT AND ANNOUNCEMENTS

- Student liaison Tika Wallace graduated from high school; she will not be attending the Board meetings anymore. The Director asked the Board if they wanted to continue having a student liaison in the fall. The Board agreed stating that they feel student liaisons need to provide contributions that are more concrete. Ms. Oppenheimer will write a draft letter about Board's concerns and comments; the Board will review the letter and then send it to the CBC.
- The Director stated that Region 5 Library Directors meetings have started and the plan is to meet on a regular basis at least three times a year. Region 5 includes Prince Williams, Alexandria, Fairfax, Fauquier County, Loudoun, Arlington, Caroline County, and Central Rappahannock. The next meeting will be in November. The directors discussed fines and fees, auto-renewals and book sales. Fine collection is a nationwide topic and some Virginia libraries have ceased fine collection. The Director will bring that discussion to the Board soon. She stated that fine revenue has been decreasing over the years at MRSPL.
- The Director completed State Aid paperwork, which was sent to the Library of Virginia along with the Five Year Plan and additional updates.
- Amery Stapleton who has been a Library Page started her new position as a Library Assistant I Substitute. The library is in a process of hiring three more Library Assistant I Substitutes.
- Two temporary Page positions are open and will be posted soon.
- In September, the Director will be attending the Chamber of Commerce networking lunch to give updates about the library.
- The Director will be on leave for vacation starting Thursday, July 18 returning Monday, July 29.

5. LIBRARY FOUNDATION REPORT

Mr. Camp informed the Board that the Foundation is in good financial shape; the stock market has lifted the endowment to \$504,000 as of June 30 and their bank account has \$34,000. The amount in the bank account is and will be larger than normal as the Foundation determines how best to administer the money moving towards the renovation/expansion. The Foundation is a private entity and they do not have to spend a certain amount of money from their profits, however as a policy, the Foundation provides a certain amount annually to the library. The Foundation will meet in September to discuss the upcoming fall solicitation and how the money will be used. Ms. Tysse added that the Foundation fundraising committee is working on the Foundation's website and logo. They are also planning a closing celebration event for the library.

6. COUNCIL LIAISON REPORT

No report

7. STUDENT LIAISON REPORT

No report

8. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

Ms. Oppenheimer informed the Board that there were no topics related to the library.

9. COMPREHENSIVE PLAN UPDATES – DEMOGRAPHICS AND HOUSING

Ms. Mastran discussed key trends in the demographics and housing comprehensive plan chapters. The assumption in the key trends for demographics is that what has been happening will continue to occur. In the City, single person households are on the rise - the statistics show that one out of three households in Falls Church have one person living in it – a lot of them are millennials and seniors. The number of households with children had declined, although the number of school-age children has increased in single-family households i.e. families are larger. The City population is aging - one out of four citizens of Falls Church is 55 years or older. For the past 5 years, households who are earning between \$50,000 and \$100,000 have surged, which reflects the single person household trend. The City has more multifamily units than single units reflecting the increase in the number of apartments built. Many City residents have a high income and work outside the City; most jobs in the City are lower paying and filled by those living outside of the city. There is a concern about affordable housing in the City available to the workforce in the City. Ms. Mastran posed the question to the Board about what the impact of these demographic trends on the library. By 2045 the population will rise to 20,000 people and there will be an increase in demand for services in public facilities including the library. The Director remarked that the population increase projections were part of the decision 10 years ago to consider increasing the size of the library. She also commented that the increase in single person households possibly accounts for the increase in attendance and interest in adult programming. The plan is to continue providing and increasing programs for adults including the Local History Room. The City is the least heterogeneous jurisdiction in the Northern Virginia, being predominantly white.

The housing chapter is focused on having affordable housing since there is a lack of it in the City. Currently, there are some dedicated affordable housing units either for rent or to own, some of them are due to expire in 2026. Unless the City allocates money to ensure that they are not market rate. There are discussions in Council about creating a dedicated fund to create affordable housing in the City. Ms. Mastran encouraged the Board to make comments about these chapters and send them to Council, as either citizens or Board members to be on the record. Mr. Camp and Ms. Tysse will draft a letter and when it is ready, the Director will pass it on to Council.

10. LIBRARY PROJECT UPDATE - CORNER CONCEPT

- Alvaro Astorga (Al), Department of Public Works, will be the point person who will be working with the library moving process.
- The temporary trailers were turned over to the City on July 15. The permits to start the upgrades are in process. Centennial will be working on the site since they have already a contract with the City.

- The library project site plan has been submitted to the City's Planning staff and will be presented to the Planning Commission for approval on August 5. Board members can attend the presentation for support. July 1st the library project was brought before a PC work session. There were concerns from the PC about the light pole currently located in the corner of the library building. The PC also viewed a corner concept that was developed after comments from planning staff. Once the site plan is approved it will go to permitting and GMP (Guarantee Maximum Price). BKV will have 95% construction documents completed at the end of July and Centennial, who is the CMAR (Construction Manager At Risk), will have 4 weeks to complete the cost estimate which will be close to the GMP (Guaranteed Maximum Price). Once the GMP is submitted, there will be negotiations. The Board may need to have a special meeting early September to hear about the GMP. City Council will receive an update on August 12th; there is the expectation that the GMP will be brought to Council in September.
- The Director presented the corner design for the library. There are two options and the major difference is that option #1 has a planter in front of a sitting wall. There were concerns about the ramp not having a handrail. The current memorial bench will be included. There was also a concern about scooters starting to be a trend through the City. The designs showed two handicap spaces with a wide curb cut on Park Avenue. As for Virginia Avenue, the intention is to have at least one short term parking space (15-20 minutes) for dropping off books or people. The Board expressed the desire to have more greenery, bushes, flowers, and maybe a tree, which would add more color to the building. Also the reflection from the inside lights will give a warm look to the building.

11. BOARD BUSINESS MEETING

a) Chair and Vice Chair election

The Director reminded the Board that according to the Library Bylaws, every year after the regular appointment of a Board member they have to hold an election for Chair and Vice Chair, this takes place in July or August. Board members nominated for Chair - Ms. Stephanie Oppenheimer and Mr. Jeff Peterson. After a secret ballot vote Ms. Oppenheimer was declared the winner for the Chair position. There was another vote for Vice Chair and the nominees were Jeff Peterson and Kathleen Tysse. There was a tie and the Board decided to re-vote at the next Board meeting on August 21.

b) Bylaws approval

There was a discussion on Section II about the length of the terms of the Chair and Vice Chair. The discussion did not conclude within the time limit of the Board meeting so, the discussion will continue at the August Board meeting.

12. BUSINESS NOT ON THE AGENDA

None

13. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of

Trustees voted unanimously to adjourn the meeting at 9:00 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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BYLAWS AND RULES OF PROCEDURE

LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Mary Riley Styles Public Library is appointed by the City Council and is authorized and governed by the Code of Virginia and the Charter and the Code of the City of Falls Church. The Board is composed of seven members; terms are four years.

The Board's duties and business shall be conducted in accordance with Chapter 24 (Ordinance 800) of the City Code and Ordinance 1091, copies of which are incorporated with these bylaws, by the Virginia Freedom of Information Act, and by any other pertinent local, state, or federal laws. In addition, the Library Board of Trustees shall abide by the following:

I. DUTIES

1. Know the program and problems of the library in relation to the community; keep abreast of library trends and problems and translate these into goals and objectives annually.
2. Review policies and render advice concerning administration and governance, facilities, funds, goals and objectives, and personnel.
3. Review operations regularly, usually monthly, based on information presented by the Library Director.
4. Prepare, annually, pursuant to the call for estimates and other guidance from the City Manager and with the advice of the Library Director, the Board's estimates for funds required for sufficient support of the library. The estimates proposed by the Board are appended to the budget presented to Council

though they might not be included in the budget prepared by the City Manager for presentation to City Council.

5. Recruit, after consultation with the City Manager, persons to fill vacancies in the position of Director of the Library and, in so doing, may use the services provided by the personnel office. The Board may recommend to the City Manager a person qualified to be Director and acceptable to the Board to be Director. The Board shall recommend to the City Manager other personnel actions relative to the position of Director, including compensation.

See also Chapter 24.6 (previously Code 1982 Chapter 17.6; Ord. No. 800)

II. OFFICERS

1. The Chair and Vice-Chair of the Library Board of Trustees shall be elected by the Board from among its members within two months following the annual installation of full-term members.
2. Officers shall serve a term of one year and are eligible to serve no more than two consecutive terms (two years). Additional terms can be served after a one year gap.
3. No member shall be eligible to serve more than two consecutive terms in the same office.
4. If an officer leaves mid-term, the successor shall serve out the remainder of the term.

Chapter 24 (Sections 24.3 and 24.4).

III. MEETINGS AND CONDUCT OF BUSINESS

1. Meetings shall be held on the third Wednesday of the month unless the Board directs otherwise. At least three working days prior to the meeting, library staff post the date, time, and location of the Board meeting on the library's public bulletin board where other notices are regularly posted, with the office of the City Clerk, and when possible on the library's website. A copy of the agenda and Board packet containing all materials, unless exempt, furnished to the members for the meeting are available for public review at the same time. Special or emergency meetings may be called by the Chair or by a majority of Board members. Notice of special or emergency meetings must be reasonable under the circumstance and shall be given contemporaneously with the notice provided members of the Board. Meetings shall be conducted in accordance with *Robert's Rules of Order*.
2. The business for a regular Library Board meeting may include, but not be limited to the following items which are intended solely as a guideline to conduct a meeting:
 - a. Call to order and roll call
 - b. Receipt of petitions
 - c. Approval of the minutes (previous regular/special meeting)
 - d. Reports from liaisons
 - e. Report of the Library's charitable Foundation
 - f. Library report and announcements
 - g. Business not on the Agenda
 - h. Adjournment
3. The public may speak at petition time or at the request of any Board member. Presentation of individual petitions is limited to five minutes per petition and shall include the name and address of the petitioner. If Board action is desired by the petitioner, the petition must be submitted in writing. Board disposition of such written petitions may include consideration by the Board at the

current or a future meeting, reference to an appropriate City entity for study or action, acceptance with no further action, or any other action considered appropriate by the Board.

4. The Library Director shall be responsible for the minutes and provide such other appropriate assistance as may be necessary. The Library Board of Trustees meeting minutes are open for inspection and copying, at the viewer's expense, as specified by law.
5. The Library Director shall prepare for the meetings of the Board regular reports covering the activities since the previous meeting and the Library's current progress and future needs. Such reports should be both statistical and descriptive.
6. All correspondence and communication from Board members pertaining to Library policy will be discussed with or provided to all Board members either before or at the time of transmittal.
7. Policies of the Mary Riley Styles Public Library may be initiated, reviewed, or amended at any time. A policy change or new policy shall be listed on the agenda of two consecutive meetings of the Board of Trustees before adoption. The policy under consideration may be adopted at the second meeting upon the approval of a majority of board members present.
8. Non-attendance of a Board member for three successive meetings without due cause shall be regarded as neglect of duty justifying removal, and it shall be the duty of the Chair to report the same to the City Council. If the council approves and appoints a replacement, the new Council appointee shall complete the term of the resigned member and may seek re-appointment upon completion of that term.

9. The Library Board of Trustees adheres to Section 2.2-3707 (h) of the *Code of Virginia* concerning the recording of public meetings by the public. It states “Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment for broadcasting, photographing, filming, or recording a meeting to prevent interference with the proceedings.” The Board has adopted the following rules governing the placement and use of equipment:
 - a. The Board Chair shall determine when any recording device interferes with the conduct of a Board meeting and may order the interfering device moved to another location within the meeting room.
 - b. The public is requested, **but not required**, to provide prior notice of recording in order to facilitate and prepare for any logistical changes necessitated by the recording equipment.
10. When members are not assembled:
 - a. The Freedom of Information Act (FOIA) statute, Virginia Code 2.2-3707(B) states, in part, that no meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business. Therefore, all electronic communications, except as defined below, among Library Trustees shall be one-on-one so as to not constitute a public meeting.
 - b. Exceptions:
 - (1) A maximum of two (2) Library Trustees may have simultaneous or virtually simultaneous communications with

one another by email, telephone, or other means of electronic communication.

(2) Staff may send information to the Library Board of Trustees collectively in an electronic format. Replies should be to staff and only one other Board member.

(3) Individual members of the Board of Trustees may send information out collectively to other Board members, but must reply only to the originator of the email and staff.

c. Individual Trustees, as citizens, have the right to post and/or respond to postings on blogs, on-line newspapers etc. on matters related to the library. However, any posting or response to postings that involves members of the Library Board of Trustees should be made in such a way as to avoid even the appearance of violating paragraph 10a., above. When posting each Trustee should indicate that his opinion is that of a private citizen.

See also Chapter 24.5 and Ordinance 1091.

IV. COMMITTEES OF THE BOARD

1. Committees that may be required for specific functions shall be appointed by the Chair.
2. A special committee is automatically dissolved upon acceptance of its final report.

V. AMENDMENTS

1. Proposed amendments to these bylaws must be submitted in writing to the full Board at least five days in advance of voting thereon.

Attachments: Chapter 24, Falls Church City Code, and Ordinance 1091.

Adopted by the Library Board of Trustees April 18,2018.

DRAFT

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Adopted by the Library Board of Trustees April 18,2018.

	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
FY2020 BUDGET		
JULY	\$1,166.97	\$22.96
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	\$1,166.97	
Total Book Bag Sale	\$22.96	
TOTAL FUNDS RAISED TO DATE	\$1,189.93	

MEMORIALS FY2020	
JULY	
Misc. Cash Rung in at Register	\$41.91
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

\$41.91