

Marv Rilev Stvles Public Library Board of Trustees Virtual Meeting

Wednesday, September 16, 2020 at 7:00 p.m.

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

<https://meet.lync.com/fallschurch-fallschurchva/jcarroll/82QW4DZC>

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:

[20200916_PUBLIC_NOTICE_LIBRARY_BOARD_VIRTUAL_MEETING.PDF](#)

2. Library Board Virtual Meeting Agenda

Documents:

[20200916 LIBRARY_BOARD_AGENDA.PDF](#)

3. DRAFT Meeting Minutes August 19, 2020

Documents:

[20200819 DRAFT_BOARD_MTG_MINUTES_AUGUST19.PDF](#)

4. DRAFT Missing And Damaged Items Policy First Reading

Documents:

[20200916_1ST_RDNG_LBOTCIRC-4
MISSINGANDDAMAGED_ITEMSPOLICY.PDF](#)

5. Broad And Washington Voluntary Concessions Letter

Documents:

[20200617 FINAL_LETTER_BROADWASHINGTONVCS_SIGNED.PDF](#)

6. Collection Statistics

Documents:

[20200916COLLECTION_STATISTICS.PDF](#)

7. Circulation Statistics

Documents:

[20200916CIRCULATION_STATISTICS.PDF](#)

8. Booksale And Memorial Statistics

Documents:

[20200916BOOKSALE_MEMORIAL_STATISTICS.PDF](#)



PUBLIC NOTICE:

LIBRARY BOARD OF TRUSTEES VIRTUAL MEETING

Meeting login link can be found at:

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

Wednesday, September 16, 2020, 7:00 P.M.

PLEASE DO NOT REMOVE THIS NOTICE

POSTED: 8-12-2020

For more information contact Jennifer Carroll carroll@fallschurchva.gov

Visit www.fallschurchva.gov for more information.

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To request a reasonable accommodation for any type of disability, call 703 248-5014, (TTY 711).



**Mary Riley Styles Public Library
LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

Virtual Meeting: <https://meet.lync.com/fallschurch-fallschurchva/jcarroll/82QW4DZC>

Wednesday, September 16, 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/82QW4DZC>.

Public comments may be submitted to jcarroll@fallschurchva.gov until 7:30 p.m. on September 16, 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 August 19, 2020 Meeting Minutes
4. Library report and announcements
5. Library Foundation report
6. Council Liaison report
7. Arts and Humanities Council report
8. Library Project Update
9. Library Operations discussion
10. 1st Reading: DRAFT Circulation Policy – Missing and Damaged Items
11. Broad and Washington Voluntary Concessions discussion
12. Business not on the Agenda
13. Adjournment

<p>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.</p>

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.

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: August 19, 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></p> <p>Mr. Jeff Peterson: <u> ✓ </u></p> <p>Mr. Chet De Long: <u> ✓ </u></p> <p>Ms. Molly Novotny: <u> ✓ </u></p> <p>Mr. Don Camp: <u> ✓ </u> (late)</p> <p>Ms. Kathleen Tysse: <u> ✓ </u> (late)</p> <p>Ms. Chrystie Swiney: <u> ✓ </u> (late)</p>

OTHERS PRESENT: Robert Almand, Centennial Senior Program General Manager, City Project Manager Lionel Millard and Library Director Jenny Carroll.

Item # 9 (Library Project Update) was moved up in the agenda to the start of the meeting after Receipt of Petitions.

TOPICS OF DISCUSSION:

2.- RECEIPT OF PETITIONS

- None

3.- LIBRARY PROJECT UPDATE

- Mr. Robert Almand presented a safety review in preparation for the Board tour of the construction site tentatively planned for 3:30pm Thursday, September 3, 2020. Mr. Peterson and Ms. Novotny both stated that they will be out of town on that day.
- Lionel Millard reported that significant process has been made on the project – a majority of the underground rough-ins for electrical and plumbing have been completed, the low voltage vendor is mobilized, BARCO completed all of the openings and cutouts. The slab on grade has not been completed due to rain. The addition walls are up to the main floor.
- Mr. Millard reported four change orders to date. In June, notice was given by Centennial for weather delays to the schedule. Three additional days were approved moving the date of substantial completion to April 16th instead of April 13th.
- Mr. Almand commented that they have re-organized the schedule and are running tasks out of order due to the weather. They want to be under roof before the cold weather (approximately November).

Ms. Carroll experienced difficulties with the Skype client and was ejected from the meeting. After several minutes she re-established a connection and started recording the meeting. The notice regarding the virtual meeting was read and roll call was taken again.

- Mr. Peterson had two questions regarding the project for Mr. Millard. He asked where the LEED score stood. Mr. Millard stated that the review was happening right now and some points would not be determined till the end of the project. He stated that he would consult the architect for an estimated date of completion. Mr. Peterson also asked if the contingency funds had been affected by the adjustments. Mr. Millard stated that they had in fact gained contingency funds due to the buyout process.

4.- APPROVAL OF JANUARY 9, 2020 VIRTUAL SPECIAL MEETING MINUTES

Upon a motion duly made by Mr. Camp and seconded by Mr. De Long, the Library Board approved the January 9, 2020 Virtual Special Meeting Minutes with minor changes.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **YES**

Mr. Chet De Long **YES**

Ms. Kathleen Tysse **YES**

Mr. Don Camp **YES**

Ms. Molly Novotny **YES**

Mr. Jeff Peterson **YES**

Ms. Chrystie Swiney **YES**

5.- APPROVAL OF JULY 29, 2020 VIRTUAL MEETING MINUTES

Ms. Oppenheimer noted before the approval of the July minutes that the Approval of the FY20 Library Annual Report did not have a second to the motion and would have to be voted on again during the August meeting. The July minutes reflect the omission and the font color will be changed from red to black.

Upon a motion duly made by Mr. Camp and seconded by Mr. De Long, the Library Board approved the July 29, 2020 Virtual Meeting Minutes with minor changes.

ROLL CALL VOTE

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

6.- APPROVAL OF FY20 LIBRARY ANNUAL REPORT

Upon a motion duly made by Mr. DeLong, he moved that the annual report be approved as presented and with the minor corrections noted; Mr. Camp seconded the motion.

ROLL CALL VOTE

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

7.- LIBRARY REPORT AND ANNOUNCEMENTS

- Ms. Carroll made a statement regarding Dan Sze’s passing. She stated that he was supportive of the project and had become a champion for the project.
- The next Community Conversations session is August 26th. Author Jeffery Blount will be interviewed regarding his fiction work entitled The Emancipation of Evan Walls regarding racial bullying.
- Curbside service will continue through September and October
- Summer Reading has had 885+ registrations of children, teens, adults, and city employees.

- The Falls Church News Press had an online article about the programs and services provided during the COVID-19 crisis.
- Ms. Carroll provided an update on FY21 work plan tasks. Including re-opening the exterior book drop, starting work on the vision/mission statements, reviewing data related to the collection to assist in opening the book drop, work on the technology plan, and evaluating policies and assigning teams for initial research.
- Ms. Carroll reported that the memo about the West Falls project was sent to Carly Aubrey, Principal Planner. Ms. Aubrey provided an answer to the first questions which was emailed to the Board; Ms. Carroll stated that she is awaiting the response to the other two questions from Mr. Wyatt Shields, City Manager, and Ms. Kiran Bawa, Finance Director.
- The Board's request and questions related to the collection will be covered at a future meeting once a new person has been appointed.
- The Board asked questions about opening the exterior book drop and building to the public. Ms. Carroll stated that the size of the trailers is a major limiting factor. The shelving is mostly full and an influx of material will quickly become an issue. Items are being quarantined and higher numbers will require space to complete the 48-hour minimum quarantine. Staff are working on a plan to open the exterior drop and re-institute due dates. Opening the building is complicated by the size of the trailer and staffing.

8.- LIBRARY FOUNDATION REPORT

- Mr. Camp stated the Foundation Board met last week. Topics included the new logo and website, appreciation banner for staff, and elections. Jess Sabo is the new treasurer and Mr. Camp is the new secretary.
- Ms. Tysse, who serves on the Foundation's Development Committee, reported that the committee is working on plans to restore/paint chairs from the old building to use in a fundraiser. The chairs were donated to the Foundation for this purpose.

9.- COUNCIL LIAISON REPORT

- Ms. Connelly reported that the gun ordinance was passed 6-0 at the August 10th meeting. Council is on hiatus until September including the Appointments Committee. There will be a special election in November for Dan Sze's seat. Sheriff Bittle has resigned and Metin Cay will serve as the interim sheriff until next year's election.

10.- ARTS AND HUMANITIES COUNCIL REPORT

- Ms. Swiney reported that recent topics included Founder's Row public art and the West Falls project. She stated that she would not be able to attend tomorrow's meeting; the topic will be the Falls Church Public Art Policy.

13.- BUSINESS NOT ON THE AGENDA

- Virtual Board meetings in the fall will continue using MS Teams. The Board will be provided information on the transition.

14.- ADJOURNMENT

Upon a motion duly made by Jeff Peterson seconded by Don Camp, the Library Board voted unanimously to adjourn the meeting at 8:47 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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LIBRARY POLICY MANUAL

CIRC-4: Missing and Damaged Items Policy

Date Issued: XX/XX/2020

Revised:

Attachment(s): None

I. Definitions

Long Overdue/Lost Items: An item is considered long overdue or lost when it is 28 days overdue.

Missing items: An item is considered “missing” when it has an “available” status in the catalog (i.e., it is not checked out) but it can’t be found within the building.

Damaged items: An item is considered “damaged” if its physical condition precludes circulating it. Some damage may be resolved in-house. If there is any disagreement about whether the item can continue to circulate, the selector for the item’s area has the final say.

“Claims Returned” status: An item may be given a “claims returned” status, meaning that the item is not available for circulation but also not attached to any patron record.

II. Policy

The Circulation department is charged with observing and evaluating items returned to the library as well as ensuring the accuracy of the database as it relates to the collection and patron records.

Long Overdue/Lost items: Whenever possible, the replacement cost for long overdue/lost items is billed to the patron, according to the following guidelines:

- Items that are on a patron’s record that have not been returned within 28 days of the final due date are automatically billed to the patron.
- The replacement cost of an item is specified in the item record, and includes a processing fee in addition to the purchase cost (see Fines and Fees Policy).
- If a patron returns a long overdue item in good condition, they will not be held accountable for the billed fee.
- Patrons may not substitute items for or replace in kind materials that are lost.

- Lost parts of multi-part items, such as sets of CDs, may have partial replacement costs. See the Fines and Fees Policy.
- A refund is generated for patrons who find and return a lost item within six months of paying for it. This refund equals the replacement cost of the item minus the processing fee.

Damaged items: The replacement cost for damaged items is billed to the patron to whom the item is checked out when the damage occurred, according to the following guidelines:

- Items are billed to the patron when it is deemed that the item cannot continue to circulate and that the damage to the item did not result from regular “wear and tear”.
- The replacement cost of an item is specified in the item record, and includes a processing fee in addition to the purchase cost (see Fines and Fees Policy).
- After paying the replacement fee, the patron may keep the item.
- Patrons may not substitute items for or replace in kind materials that are damaged.
- Damaged parts of multi-part items, such as sets of CDs, may have partial replacement costs. See the Fines and Fees Policy.

“Claims Returned” items: The library provides a remedy for items which a patron believes they have returned but which cannot be located in the library, according to the following guidelines:

- The “claims returned” status is invoked only as a last resort, after library staff have searched for the item in house and the patron has searched at home.
- Patrons are limited to three active claims returned items at any one time. Any missing items in excess of the three active claims returned items are treated as lost, according to the guidelines above.
- Patrons are not billed for replacement of an item marked Claims Returned.
- There is no penalty if a patron finds and returns an item that was claimed returned.

Missing items: Materials that appear as “available” in the catalog, but that cannot be located in the library are considered missing and are handled according to the following guidelines:

- If neither patron nor staff are able to find a material it can be placed on reserve for the patron. After searching for an item for a limited period of time, the status of the item in the ILS is changed to missing.
- If a patron does not want to place an item on reserve, staff can mark the material as missing immediately.

- Selection staff may decide to purchase the item before the search period is over if there is another patron on reserve.



CITY OF FALLS CHURCH

June 22, 2020

Mayor Tarter and City of Falls Church Council Members
City Hall
300 Park Avenue
City of Falls Church, Virginia 22046

Dear Mayor Tarter and Council Members:

The Mary Riley Styles Board of Trustees strongly encourages you to work with Insight Property Group LLC to revise and improve the voluntary concession concerning the Library in the Voluntary Concessions document dated November 20th, 2019 for the proposed project at the corner of Broad and Washington Streets.

The Board recommends that this important concession be improved in several respects:

- 1) Metric:** Prior concessions for the Library (e.g., from Founder's Row) have been expressed in terms of residential square feet (i.e., \$0.70 per square foot) minus ADUs while the Broad/Washington concession is expressed as dollars per unit (i.e., \$500 per unit) minus ADUs. Based on the Washington and Broad data sheet residential unit numbers, the value of the concession is \$166,000 based on units but \$195,545 based on square feet.

The Board believes that it is important to establish a single metric for Library concessions and recommends the Founder's Row metric as the best outcome for the Library and the City.

- 2) Division of Concession:** The concession for the Library from the Founder's Row project was fully dedicated to the Library while the proposed concession from the Broad/Washington project is divided between the Library and parks and recreation.

The Board believes that the precedent of a concession for the Library to account for the many impacts of major developments on Library services needs to be preserved and should not be confused by diversion of funds to non-Library uses.

- 3) Timing of Payment:** The Broad and Washington payment is to be made prior to issuance of the first residential certificate of occupancy whereas the Founder's Row payment was made prior to issuance of a demolition permit for the project.

The Board appreciates that the timing of the Founder's Row payment was related to the imminent construction of the Library renovation and addition project but believes that payment of a concession early in the process (i.e., at time of building permit) is preferable to payment later in the process.

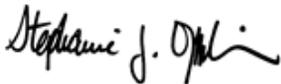
- 4) Use of Concession Payment:** It is our understanding that current City practice is that a future concession payment resulting from the Broad and Washington project would be paid to the City as general revenues and not be reserved for Library use above annual operating funds provided to the Library.

Instead, the Board believes that concessions intended to offset major developments should be used to upgrade Library facilities and services to help meet the demands placed on the Library by the new residents. We recommend that the Broad/Washington concession be paid to the Mary Riley Styles Library Foundation which is solely dedicated to meeting the needs of the Library and is a 501(c)(3) tax exempt organization. We understand that major project concessions from other City development projects have been paid directly to appropriate non-profit organizations.

Thank you for considering the best use and format of a concession for the Library from the Broad and Washington project.

We look forward to working with you on this important matter.

Sincerely,



Stephanie Oppenheimer
Chair
Mary Riley Styles Library Board of Trustees

Cc: Wyatt Shields, City Manager
Paul Stoddard, Planning Director

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

703-248-5030

703-531-3395 FAX • www.fallschurchva.gov/Library

	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	\$20.00
SEPTEMBER	
Misc. Cash Rung in at Register	\$1.00
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

\$230.82