

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 15, 2019

1. CALL TO ORDER AND INTRODUCTIONS 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
Chrystie Swiney
Kathleen Tysse
Stephanie Oppenheimer
Jeff Peterson
Don Camp

Council Liaison, Ross Litkenhous
Youth Representative Tika Wallace (Late)

Planning Commission Liaison Rob Puentes was not in attendance.

Others present for the meeting included: Library Project Manager Kim Callahan, Project Manager Joel Timmins, Director of Public Works Mike Whitfield, Library Director Jenny Carroll and her assistant Claudia Gutierrez. City residents Patrick Cronin and Molly Novotny were present as well.

2. RECEIPT OF PETITIONS

Mr. Camp requested to move Library Director's Report to the front of the agenda. He stated that sometimes there is not enough time for the report since it is at the end of the meeting and is often rushed or even eliminated. Mr. DeLong mentioned that it might prolong the meeting when the Board has guests. The Director noted that in Council meetings the City Manager's report is often at the front of the agenda. Mr. DeLong suggested putting the Library Report Announcements after the draft minute's approval. If there is a guest, delivery of the report could be flexible. Mr. DeLong agreed to start with this change next Board meeting.

3. APPROVAL OF THE OCTOBER 17, 2018 MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the October 17, 2018 Meeting Minutes as presented.

4. APPROVAL OF THE DECEMBER 12, 2018 MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the December 12, 2018 Meeting Minutes with minor changes.

5. LIBRARY FOUNDATION REPORT

Mr. Camp provided the Foundation year-end report. The contributions to the Foundation in 2018 were \$36,500 compared to 2017 in which they received \$28,000. After Foundation expenses, the bank account has \$29,000. The endowment is invested in mutual funds and as of December 31 the balance was \$449,000. The Foundation policy is to take the annual donations and divide them equally between the endowment and contributing to library needs. That amount given to the library could be from \$14,000-\$18,000. The Foundation Board will meet in February. Mr. Camp invited the new Board members to attend to a meeting. The Foundation meets almost quarterly and is formed by 5 members: two former library Directors - Deane Dierksen and Mary McMahon, former Board member Ed Rose, Mr. John Rodock, Don Camp and the current library Director (ex-officio member).

6. STUDENT LIAISON REPORT

No report

7. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

Ms. Oppenheimer informed the Board that there was nothing particular to the library discussed at the meeting she attended. She noted that the council is launching a public art program with utility boxes around the City. It will be a juried contest for artists to submit their art which will cover the utility boxes.

8. DRAFT LETTER OF THANKS TO KIM CALLAHAN

Upon a motion duly made and seconded, the Library Board unanimously approved a Letter of Thanks to Kim Callahan.

9. LIBRARY PROJECT UPDATE

Mr. Mike Whitfield, Director of Public Works, introduced himself to the Board. He stated that Kim Callahan, project manager, will be leaving the city as of February 13th and he introduced Mr. Joel Timmins who will be the project manager with support from Mr. Whitfield. Mr. DeLong asked the Board to introduce themselves to Mr. Timmins.

Ms. Callahan presented to the Board the design development documents (35% of design). There are not a lot of changes between the schematic design and design development; it shows more architectural details to be reviewed by CMAR (Construction Manager At Risk) in constructing the cost estimate. The LEED consultant and a commissioning agent, who is a third party inspector, are looking at the package and the design for the HVAC system; once the project is completed they will make sure that the system is working properly.

Last night Ms. Callahan, the Director and the architect presented the designs to Council. They received comments and feedback from Council. The library Board will provide their comments on the design and then provide the feedback to the architects to inform on the next phase of design. Once CMAR finishes their cost estimates, there will be a value engineering session to go through and revise the plans. In February, the list of possible value engineering items will be brought to the Board.

Ms. Callahan also mentioned that the Director and the library Management Team attended a presentation from BKV (the architects) about the initial interior design concepts including carpet, painting, and lights. They provided comments to BKV; she and the architects will put all the information together and it will be presented to the Board in the February meeting. Ms. Callahan informed the Board that there will be a meeting with the library consultants (Kimberly Bolan & Associates) and staff regarding the furniture, fixtures, and equipment (FF&E). Afterward a FF&E package will be prepared to present to the Board. Ms. Callahan asked Ms. Oppenheimer to attend this meeting since she was elected the Board's representative for the project.

Ms. Callahan presented the layout of the interior design. She noted that Councilman Litkenhous suggested having the stairs reversed so when people come down stairs into the children's room they exit closer to the meeting room. On the main floor, she showed seating opportunities near the main vestibule. She pointed out the space for strollers (about 6); and the 3 staff stations located near a quick printing station. The tile wall will remain in place and the architects will design around it since they are cemented to the wall and may get broken if they try to remove them. There was a question about if the front book drop will be accessible all the time and if the drive thru book drop will remain. The drive thru book drop will remain and the Director will ask the architects about the front book drop since they included a small exterior closet for the custodial instead. Ms. Callahan pointed out that the window openings from the current reading area will become openings into the new addition. In the addition the brick will remain exposed and treated to create a feature wall.

There will be 10 computers, which could be reduced depending on use once the library opens. Adjacent to the existing toilets will be two additional family toilets. Ms. Callahan pointed out the reading room and the local history room. The administrative offices will remain the same. As for the first floor, she showed the stairs and pointed out how they would look with Councilman Litkenhous's suggestion. Under the stairs will be enough space for approximately 13 strollers. The elevator is next to the stairs, then the large meeting room, and the 2 family restrooms. If there is an overflow of strollers during story time hours there is space inside the meeting room along back of the wall. The service point for the Youth Services has been moved to the wall shared with the large meeting room allowing for site lines into the rest of the floor. The teen section is in the back with an opening towards their collection; next to it there are two small study/reading rooms. Technical services and the staff lounge will remain the same.

In the early literacy area the plan shows stacked seating to echo the current bay window in the children's room. The plan also includes additional windows, bright colors, lower bookshelves, and fun furniture options. There is also the picture books area, the *read to me* seating area, and toys among other amenities. The large meeting room will have two egress doors.

Last Monday after the project presentation to Council, there were some comments about the stairs from Councilman Litkenhous and Councilwoman Hardy asked if the architects are thinking of labeling gender neutral restrooms. Ms. Callahan stated that the design shows four gender-neutral family restrooms and the existing restrooms, which are gendered restrooms that will remain the same due to budget constraints. Ms. Swiney asked if it is necessary to have that many restrooms. The number of restrooms is dependent on code requirements. There were other questions about installing barn doors (sliding doors) in the large meeting room to make the flow easier and adding solar tubes to bring in natural light. There were mixed feelings from Council members about the solar tubes since it may impact the slate roof.

Mr. Camp asked how much bigger the Local History Room is than the existing space. The Director pointed it out in the presentation and that it was larger, but she did not have the square footage information. Ms. Swiney asked if the LHR will be open when the library is open. The Director replied that the library doesn't have enough staff to keep it open all the time, however she has been discussing set regular hours with the Reference Services supervisor. Ms. Swiney commented that it is a big designated space for something that has set hours. The Director hopes that once the space is more prominent, people will start using it more. She added that the room has valuable information and delicate materials so it cannot be open without supervision. Ms. Swiney agreed that the LHR it is important but she questioned how many people will utilize the room.

Councilman Litkenhous asked if it's possible to keep the delicate materials in a separate location, the Director answered that it was discussed in the past but the reference staff thought it was not convenient since most of the collection is cataloged, stored and shelved in a certain way. Councilman Litkenhous asked how many staff will be needed for set hours. The Director stated that there is usually just one staff person in the room while it is being used. The Director is considering having the LHR open certain days between 16-20 hours a week. The new design with two service points will be helpful since it will combine the reference and circulation desks. Hopefully this will allow more flexibility in staffing the LHR.

Ms. Swiney asked the Director if she had a sense of the demand that the LHR will have if it is open for 20 hours. The Director responded that she would expect use to increase with the change of location that is more prominent and visible and increased advertising and programming. Marshall Webster, Reference supervisor, would like an accessible digital kiosk to display information from the LHR. Ms. Swiney asked if in previous staff discussions they preferred having the LHR in the library rather than in another location; the Director responded that staff preferred having it in the library since it is a unique resource for both the library and the City of Falls Church. She added that the scope of the room had been narrowed to Falls Church City History.

Ms. Swiney asked if the LHR could be relocated to the Farm House and the Director replied that it still needs to be staffed and she does not have the resources in the budget to cover staff in an additional location. Mr. Camp added that in the future, the LHR will be more accessible online and if people want to see the originals they can make an appointment.

Ms. Swiney asked if technology in the meeting rooms is being considered. The Director mentioned that there are many options and that budget and IT support need to be considered in making a decision. Ms. Callahan added that the infrastructure for technology will be part of the design in addition to low voltage items (outlets, data drops).

Mr. DeLong asked the Director if Mr. Webster finished sending out non Falls Church materials that were in the LHR to the Library of Virginia and surrounding libraries. She responded that the process was nearly complete. Councilman Litkenhous asked if there are enough materials to fill the LHR space. The Director replied that she is expecting the LHR to keep growing and that many people donate items. Mr. Peterson added that LHR is a top priority for the VPIS (Village Preservation and Improvement Society) and it is exciting to see the LHR improved by being more accessible, in a larger space, and being utilized in programming.

Mr. Camp asked if there will be a dedicated reference section, the Director pointed it out in the presentation in the non-fiction section. He also asked if there will be seating with tables. The Director replied that there is seating with tables in several places around the library. Tutor usage has been

increasing in the library and small reading rooms may be more appropriate for them to use. The medium sized meeting room on the upper level could be subdivided for multiuse. Mr. Peterson asked about a dedicated space for honoring Ms. Styles; the Director replied that this would be part of the design.

Ms. Callahan presented the updated exterior layout and streetscape. On the North Virginia Avenue side, from the face of the building to the back of the curb is about 14 ft. The layout shows street lights, bike racks, benches, and trash cans. There is 8 ft. between the planter and the face of the wall which is two ft. shorter than the streetscape standards. It is proposed to maintain the parking to the corner and the plan shows a 22 ft. space between the stairs and the corner, the crosswalks, and sidewalks. The existing power pole can be moved closer to the street, however undergrounding the utility poles on Park is not within the scope of the library project. Ms. Callahan mentioned that currently there is a debate about keeping or removing parking on North Virginia Avenue. There were different opinions at last Monday's Council meeting. The Architects will discuss the comments with the City Planning department staff and will get feedback from the Planning Commission. Mr. DeLong strongly expressed his opposition to losing parking. He remarked that it will not be a smart decision, since parking has been a major problem for the library.

Ms. Callahan showed the changes in the elevations. There will be steps toward the portico area and the accessible ramp will come from Park Avenue. The ramp will meet the ADA guidelines. The curb will be depressed at the ADA parking spaces.

Ms. Oppenheimer asked if the handicapped spaces would be eliminated and Ms. Callahan responded that the layout shows two ADA accessible designated spaces and two standard spaces. She added that there is a planter, which will help with the grade's elevations. However Mayor Tarter suggested moving the planter which would result in losing one parking space. Ms. Callahan added that the light pole on Park Avenue will be moved about 12 ft. closer to the street. Mr. Peterson asked if there will be space next to the face of the wall to put some greenery. The Director commented that the blank wall will have the name of the library and it will not look attractive if it gets crowded. Ms. Callahan will work on it with the architects. Mr. Peterson asked if the architects have a design for the tree boxes along Virginia Avenue, Ms. Callahan replied that the design meets the streetscape standards and will comply with what the City arborist recommends.

The Director mentioned that the City Attorney Carol McCoskrie reviewed the library deed. She determined that the city met the deed requirement of a building built within five years of colonial style with the initial construction in 1957. This does not mean that the current building style will necessarily be changed. Ms. Callahan added that Council suggested reaching out the Styles family to keep them updated. The Director noted that the Styles family will be invited to the grand library opening as well.

Mr. Peterson asked Ms. Callahan what were the options for the roof material. She did not have the information and will provide it at the next Board meeting however, she said the architects are looking for materials that match what it is currently there.

The Director provided a copy of the most recent MOU (Memorandum of Understanding) with the school system for the temporary location for the library. The temporary location will be in the trailers next to the Thomas Jefferson Elementary School. The Director pointed out some changes to the MOU. One of them was changing the date the trailers are to be turned over to the library from July 1 to July 15. The schools will be moving the fifth graders from the trailers back into the TJ building and the second graders will go to Mount Daniel School. The Director pointed out the last item in the MOU,

which is the Land Ownership, states that firearms, stun weapons, and other weapons are prohibited on school property, to include the Trailer Site. City Manager Wyatt Shields and the School's Superintendent, Dr. Peter J. Noonan, will sign the MOU. The Board was pleased with the MOU.

Ms. Callahan informed the Board that February will be full of presentations and public hearings, in addition to the interior designs and some other items. She will keep the Board posted.

The Board thanked Ms. Callahan for her excellent work for the library, they expressed how much she will be missed and wished her well in her new job. Ms. Callahan appreciated all the Board's comments and she mentioned that Mr. Timmins will keep the job moving forward. She stated that the project has a great team with the architects, the CMAR and all the people involved in it.

Mr. Peterson remarked that it is important to articulate to the library Project Team the importance of resolving the phone pole in the front entrance of the library as soon as possible as part of the broader infrastructure planning that the City is doing for Park Avenue. The Director noted that they can ask Dominion to move the pole, she added that undergrounding the pole is not part of the library scope. Mr. Peterson wanted to be sure to have on the record how important it is to the Board to underground the pole. Mr. Whitefield replied that it is on Public Works radar.

10. COUNCIL LIAISON REPORT

Councilman Litkenhous apologized for being late and informed the Board that Council is in the final parts of the due diligence timeframe on the West Falls Church Economic Development Project. He thanked Ms. Callahan for all her great work for the City and felt that she was leaving the project in the capable hands of Mike Whitfield. He referred to Council's discussion about the three library parking spaces on North Virginia. He noted that he was opposed to retaining those parking spaces as a measure of caution. He expressed that looking 5 to 10 years in the future the library emergency exit might be considered as an entrance and then it will need a wider sidewalk due to the ingress and egress of families from that area of the library building. In addition, more people will be using Cherry Hill Park and Council is trying to make the City more walkable. However, he understands the struggles for parking in the area. He also mentioned that he is willing to explore a shared parking with the owners of 313 Park medical building. The owners have been receptive to working with the City to find a shared parking arrangement. He is aware that it involves money and that it will not be part of the library's budget. He added that parking at 313 Park is severely underutilized especially during evenings and Saturdays. He invited the Board to consider eliminating the three parking spaces as a word of caution.

Councilman Litkenhous mentioned that Council is very pleased with all the library project updates provided by Ms. Callahan, the Director and the Architects. He noted that the library project is staying in budget and it is important to keep it that way. He also mentioned that people are excited about expanding the LHR and about the children's expanded area.

The Director raised the issue of the proposed letter to Council regarding the voluntary concessions and the bond issuance fees. She stated that in the last meeting the Board wanted to know when will be strategically a good time to bring the letter to Council. The Director and Ms. Callahan suggested waiting until the estimates were ready to get a better idea of the costs; Councilman Litkenhous agreed with this strategy. The Director announced that they could go to Council on February 25 once they have the Value Engineering discussions presented to the Board and the interior design costs including furniture, fixtures, and equipment. The Director will bring the letter to the Board on February 20 to get approval from the Board and the letter signed.

Mr. Peterson commented that negotiations for parking nextdoor are needed and he suggested including money in the City budget and making a fair offer for at least a one year lease. Councilman Litkenhous agreed. He asked the Board how many parking spaces were needed for the library; the Director responded that 16 parking spaces were discussed in the past. Mr. DeLong remarked that the Board has no contract authority and this agreement needs to be through the City. Councilman Litkenhous expressed that they are aware of it that it is part of the City's budget and not the library's operating budget.

Councilman Litkenhous reported that the Council submitted their legislative packet to the legislature. There were a number of measures regarding giving the city a greater ability to regulate weapons in public buildings that the Council supports.

11. FY2020 BUDGET DISCUSSION

The Director mentioned that since last Board meeting a few changes have been made to the budget document. She pointed out that she changed some of the terminology to be more in line with the City's Finance department. The entire library budget including salaries is called the operating budget. The budget is divided in two: 1. Compensation, which includes salaries and benefits, determined by finance and 2. Discretionary, which includes the rest of the library budget determined by the Director and the Board. Temporary staff is part of the discretionary budget. She reminded the Board that two of the temporary library I Assistant and Library Assistant had become permanent employees in 2017. She noted that if the temporary employees pass the probationary period and they meet the requirements in their performance evaluation they receive the 3% salary increase as the rest of the employees do.

Under IT services budget line, the Director moved the charges for FIOS, which is the public internet, from the library budget (7301) into the IT services budget (1222). Under the telecommunications budget line, the Director added 5 cell phones for Management Team; this will give flexibility while located in the temporary location. She added that there might be times when MT will be teleworking due to the lack of space; having the cell phones will allow them to be in contact with the Director and their staff.

The Director combined Travel and Conferences with Training in one single account line. As for Dues and Memberships, she stated that the Virginia Library Association is offering an affiliate membership to cover all library staff, so that line item was increased to cover the cost. She is pleased about that because now more staff can attend trainings for staff development. The CD's and DVD's line item (formerly Records and Tapes) was reduced due to the move to the temporary location.

In addition, under Computer Software, she included money for a comics platform and streaming services. The Director would like to explore Kanopy and RB Digital streaming services. Kanopy has independent films and their model is to pay for each downloaded movie. RB Digital offers different channels and the model is to pay for each channel for a week. Acorn and Teaching Company are included in their service. Mr. Camp asked if the funds to pay for these services are coming from the book budget, the Director replied that it is. He also asked what will happen when the money goes back to the book budget after the library moves into the new building. The Director said that a decision would need to be made about how money is distributed for materials. She believes that while the library is in the temporary location is a good opportunity to explore different e-resource options to offer to the public. Mr. DeLong agreed that it is a good experiment and the library might get some more money from the State or the Foundation.

The Director announced to the Board that the book sale will not occur while the library is at the temporary location since there is no space for it. She added that book and material donations will no longer be received as of February 1, 2019. Once they come back to the new library, it will be determined if such donations will be received, since it demands space and takes volunteer and staff time to organize the items. The Director stated that the space at the temporary location will be approximately 6,000 sq. ft. The Director mentioned that she did not include any amount for unmet needs since for now everything has been covered for FY2020. However, for FY2021 she included an additional part time Library Assistant II (.5) position for the Youth Services department since programming will increase and service desks need to be staffed. She also requested the IT position to be full-time (currently it is .6 FTE). Both she and the Chief Technology Officer, Jamal Mathews, believe that the library needs a full-time equivalent position to deliver services and support.

There is also an increase for utilities and operations based on estimates made by former library Director Mary Mc Mahon, it includes maintenance and office supplies for operations. The Director also included in the unmet needs for FY21 an automated materials handler, which checks in and sorts physical items; this would be a one-time payment for the machine and would then include an annual maintenance fee. According to comments from other library Director's experience, after a renovation the circulation doubles or triples. Ms. Tysse asked if there will be enough space for the automated machine, the Director replied that the space required is being considered in the project plan in the circulation area. Ms. Swiney asked if there should be a certain amount of staff according to the square footage of the library. The Director responded that the library does not have a certain requirement like schools do.

Mr. Camp asked about the increase in IT salary estimate for the FY21 unmet need. The Director explained that salary and benefits are factored in and the Chief Technology Officer Jamal Mathews has adjusted the IT department salaries as well. That salary will be determined by the Finance Department.

Mr. Peterson asked about the City Manager's, Wyatt Shields, target for FY2020 budget. The Director explained that the library budget has been flat, only the compensation budget had been increased by 3% for a staff increase. The compensation portion of the budget is a little over \$1.5M and the discretionary budget is \$558,244. The discretionary budget is within the purview of the Director and the Board. She also mentioned that the maintenance of effort is applied to the library budget, meaning that the library has to match what it spent the previous year.

Another change in the budget was the increase in eBooks and eAudiobooks for Overdrive. Mr Camp asked about the current pricing. The Director explained that so far it has been stable; adult eBooks costs are between \$100.00-\$150.00 and children's eBooks between \$50.00-\$100.00. Mr. DeLong asked about the FTC looking at the fairness in trade regarding ebooks. The Director responded that she has not heard any comments about that issue. As she informed the Board in last meeting, some publishers will only release their titles after 6 months since according to them, it puts a dent in their profits. She added that materials pricing and check out models vary with each publisher. She commented that the circulation statistics remain the same for ebooks. The circulation of physical items is much higher than eBooks.

Ms. Tysse asked about what would it take to increase the library budget; the Director responded that the City taxes will need to be increased; she added that the discretionary budget has been flat since 2014. She also explained that the compensation budget had been increasing to give a 3% salary increase to City employees.

Upon a motion duly made and seconded, the Library Board unanimously approved the FY2020 budget as presented.

12. LIBRARY REPORT AND ANNOUNCEMENTS

- Interviews for the Reference Librarian position have started. Staff will be interviewing candidates for the Library Assistant I position for the Circulation area as well. The library Page positions have been filled. One of them is Mr. Johnathan Oppenheimer, who has started, and two others are waiting for their clearance from Human Resources.
- In preparation for moving the library into the temporary location, the library will be closed to the public for a monthly staff workday. They will be working on weeding, doing closet inventory, cleaning office spaces, and working on files as well.
- Council will prepare certificates of appreciation to former library Board members Mr. Ed Rose, Ms. Terry Zawacki, and Mr. Brad Gernand.
- The Director forwarded information on a house bill (1856) sponsored by McQuinn regarding guns in libraries. Assistant City Manager Cindy Mester informed the Director that the library's legislative agenda will be part of the Council's Legislative program which will allow her to send messages to bill patrons and committee members as the bill goes through the General Assembly. The library Board can either write a support letter to be attached to Council's comments or they can individually send an email to the bill patrons and committee members. The Board's legislative agenda includes information on what the Board can do to support the legislative agenda. Mr. Camp noted that Councilman Litkenhous mentioned that the Legislative Agenda included a proposal to allow municipalities to form their own rules and he could not find it. The Director explained that the information sent to the Board by email was only the portion of the legislation concerning the library.

The Director added that there have not been any other patrons with open carry guns at the library and staff has recovered from it, however, they are more aware. Mr. DeLong asked the Director to send the Board the emails addresses from the Representatives and Senators in Richmond and the number of the Legislation so the Board can individually send their comments. Mr. DeLong asked Mr. Camp to draft a letter and email it to the Director so she can send it to be attached to the City's Legislative package.

Upon a motion duly made and seconded, the Library Board unanimously approved sending a letter to be attached to the City's Legislative Report

Ms. Oppenheimer asked if there will be a book drop in the temporary location. The Director replied that they have been considering moving the current outside drop to the temporary location.

Mr. Peterson commented that he will not be able to attend the library Board retreat on February 9. The Director will be sending a reminder and information about the retreat.

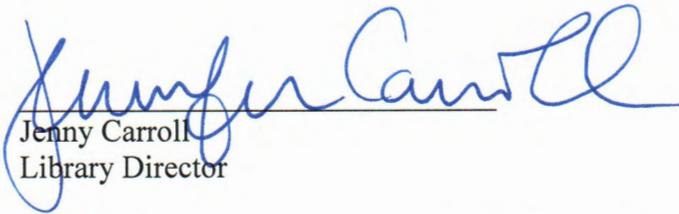
13. BUSINESS NOT ON THE AGENDA

None

14. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 9:00p.m.

Respectfully submitted,



Jenny Carroll
Library Director

Approved:



Chet DeLong, Acting Chairperson

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

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