

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:

<u>Library Board Members</u>	
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>✓ (late)</u>
Ms. Kathleen Tysse:	<u>✓ (late)</u>
Ms. Chrystie Swiney:	<u>✓ (late)</u>

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

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.