

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: September 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: Jeff Peterson at 7:00 PM

THOSE PRESENT:

<p><u>Library Board Members</u></p> <p>Ms. Stephanie Oppenheimer: <u>Absence Excused</u></p> <p>Mr. Jeff Peterson: <u>✓</u></p> <p>Mr. Patrick Cronin: <u>✓</u></p> <p>Ms. Molly Novotny: <u>✓</u></p> <p>Mr. Don Camp: <u>✓</u></p> <p>Ms. Kathleen Tysse: <u>✓</u></p> <p>Ms. Chrystie Swiney: <u>✓</u></p>
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OTHERS PRESENT: Councilwoman Marybeth Connelly, Project Manager Lionel Millard and Library Director Jenny Carroll. Ms. Susan Janec City resident was present as well.

Mr. Peterson welcomed the new Board Member Mr. Patrick Cronin who replaces Mr. Chet DeLong. There was an introduction from the Board and library staff members. Mr. Peterson welcomed Ms. Janec as well.

TOPICS OF DISCUSSION:

2.- RECEIPT OF PETITIONS

None

3.- APPROVAL OF AUGUST 19, 2020 VIRTUAL MEETING MINUTES

Ms. Swiney suggested to include in the minutes the change of orders from the library project that had been accepted and processed.

Upon a motion duly made by Mr. Camp and seconded by Ms. Swiney, the Library Board approved the August 19, 2020 Virtual Meeting Minutes with the proposed changes.

ROLL CALL VOTE

Mr. Jeff Peterson **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**
Ms. Kathleen Tysse **AYE**
Ms. Chrystie Swiney **AYE**
Mr. Patrick Cronin **AYE**

4.- LIBRARY ANNOUNCEMENTS

- FY21 Work Plan Update:
 - Technology plan: Goals and objectives reviewed by Management Team. Circulation Supervisor Billette Ripy is working on a full development plan for technology options.
 - Policies: Collection Development policy will be reviewed by a staff team and then revised by Management team and selectors. A Code of Conduct staff team has been established and will be reviewing the policy. Meeting Room policy staff team is researching other libraries regarding policies and software options to update the current policy. Print and Time Management staff team are doing research on software as well.
- The Foundation had a picture on the front page of the Falls Church News Press with their “Thank a Librarian” campaign.
- Curbside service average increased to 80 pickups per day. Many compliments have been received from the public regarding the service.
- The Director will be on vacation leave from October 5 to October 12.

There was a question about the quarantine period policy on returned books. The Director mentioned that according to the information received from the Center of Disease Control (CDC) and Fairfax Health Director Dr. Gloria Addo-Ayensu, the transmission of COVID-19 is from person to person and there is no evidence to date of transmission from surfaces. The Director added that the library is taking precautions by keeping all staff areas clean and disinfected regularly including service desks between shifts, washing hands regularly, and wearing masks when others are present. Returned library materials are kept under quarantine for a period of 48+ hours; staff use gloves and/or wash their hands while checking items in. She explained to the Board the process from the research project regarding library materials done by Battelle who is a Global Research and Development Organization, along with the Urban Libraries Council.

Another question from the Board was regarding meeting rooms and whether the library has discretion as to who is able to use the rooms. The library staff is reviewing the policy

including researching other library policies. The policy will be submitted to the Board for approval once they are finished.

5.- LIBRARY FOUNDATION REPORT

Mr. Camp expressed his pleasure about the Foundation coverage on the front page of the Falls Church News Press. He reiterated his appreciation to one of the new Foundation Members, Jess Sabo, who has been actively working on new initiatives. One of her initiatives was sending a “Thank You Postcard” to all the library donors introducing the new Foundation logo and website. The Foundation will be meeting next week to start preparing their Fall mail solicitation for the year. They will be discussing the candidates for the first annual Chet DeLong Award. The Foundation provided bookmarks with the new logo and website to be provided to patrons through the curbside service.

6.- COUNCIL LIAISON REPORT

- Ms. Connelly reported that last Monday’s Council deferred the decision on the Broad and Washington project to Tuesday, October 13.
- Welcoming Falls Church is planning on an All Community Read Program at the end of October with the book *Refugee* by Allan Gratz, who will be attending the program. Patrons might be requesting the book at the library.
- School is back in session and school libraries are working on student curbside pickup for books.
- Council is back in session after time off in August. One of their upcoming discussions is regarding the City’s reopening to the public and having in-person meetings.

7.- ARTS AND HUMANITIES COUNCIL REPORT

- Ms. Swiney informed the Board that nothing relevant to the library was discussed at the August 20 meeting.
- There was a presentation by the Deputy Director of Recreation Parks and Cultural Activities from the City of Alexandria. They allocate \$250,000 a year to public art.
- Next meeting will be on Thursday September 19, and they will be discussing the Falls Church Public Art Policy and the Founders Row Project.
- Creative Cauldron is hosting outdoor cabaret concerts every Friday and Saturday at 8:00 pm. Admission is \$30.

8.- LIBRARY PROJECT UPDATE

Mr. Millard presented the following topics:

- A library construction tour was provided to the Library Board. Ms. Novotny and Mr. Peterson couldn’t attend. Mr. Millard will schedule another group tour to include them and the new Board member, Patrick Cronin, Councilwoman Connelly, and the library student liaisons.
- The structural steel beams for the new addition on North Virginia Avenue have been installed.

- Strip footing completed for the new stairwell addition on Park Avenue.
- Under slab rough ins for the plumbing will be soon completed in the staff area.
- Barco will come back to take out two columns from the old entrance that were structurally deficient and will be replaced with steel.
- Waterproofing is being done against the new Concrete Masonry Unit (CMU) block walls. Masonry might be completed by the end of September, weather permitting.
- Financially the project is on a very good shape including the contingency budget.
- Six change orders have been approved; three of them were for compensation for additional work (\$90,000 of the \$600,000 contingencies used - \$60,000 CMAR, \$30,000 Owner). The other change orders were due to weather conditions (June, July, August) with rainy days, there was a total 24-day extension added to the construction schedule. The substantial completion date changed to May 7, 2021 and the final completion for June 7, 2021.
- Once the roof is on and the building is water-tight, the critical path activities end for the new addition and there are no more weather delay claims.
- The second phase of the structural steel will include working on roof trusses and I-beam joists for the roof level. This will be completed by the second week of October.

Centennial's goal is to have the substantial completion of the library building finished by April 13, 2021. The construction should be 95% to 100% completed by then. After that, a 30-day period will be used for touch ups around the building and testing/inspections to make sure that all the equipment is functioning properly. After everything has been inspected and approved, a certificate of occupancy will be provided. The tasks to complete then include moving the furniture and books into the library, dismantle the temporary location, integrating the collection, and preparing to open for the public. There will be a discussion regarding the reopening for the library; either having a soft opening and then the grand opening with the ribbon cutting or only one grand opening. Tentatively, the library will be open sometime between May and June 2021.

9.- LIBRARY OPERATIONS DISCUSSION

- The Director informed the Board that the library building will remain closed to the public and continue to provide curbside service and virtual programming until Virginia is out of COVID-19 phase 3 or the library moves to the new building. This current model is safer for staff and patrons since there is limited space in the temporary library location and social distancing can be an issue. City Manager, Wyatt Shields and the City Emergency Management Coordinator, Joe Carter agreed with this decision. The communications received from Dr. Addo-Ayensu, recommends to delay opening to the public until a vaccine is available. The prevention measures that have been taken have helped to control the spread. Staff is focusing on the long term plan and creating innovations in the services provided.
- As of October 1st due dates will be re-instituted, the exterior book drop will be open and the current library hours will be extended to: Monday through Thursday from 10:00 am to 7:00 pm, and Friday and Saturday from 10:00 am to 5:00 pm. This schedule has been the result of feedback from the public and staff.

- There has been a reduction in library personnel. Three substitutes and two pages resigned. And the Youth Services Supervisor will be on maternity leave starting mid-October.
- Two Falls Church Schools staff from the transportation department are currently providing page services at the library. The Director expressed her appreciation for the City Schools support.
- Due to the opening of the book drop, more shelving will be added into the programming room at the trailers and some items with low circulation will go into storage.
- The Director emphasized that in spite of many challenges, first with the library moving and then with COVID-19 and delivering services for the public in a different way, library staff has been outstanding.

10.- 1ST READING: DRAFT CIRCULATION POLICY – MISSING AND DAMAGED ITEMS

The Director mentioned that originally there were two separate policies and now it has been combined into one. The fines and fees charges have been removed, long overdue items will be billed to the patron’s account. If they return the item, the bill will be removed. Claims returned are missing items that the patron states that they returned to the library and there is a limit of three claims per patron.

Upon a motion duly made by Ms. Swiney and seconded by Ms. Novotny. Library Board approved the Draft Circulation Policy of Missed and Damaged Items on its first reading.

ROLL CALL VOTE

Mr. Jeff Peterson **AYE**
 Ms. Molly Novotny **AYE**
 Ms. Kathleen Tysse **AYE**
 Ms. Chrystie Swiney **AYE**
 Mr. Don Camp **AYE**
 Mr. Patrick Cronin **AYE**

11. BROAD AND WASHINGTON VOLUNTARY CONCESSIONS DISCUSSION

As Ms. Connelly mentioned earlier, the project has been deferred until October 13. The Principal City Planner Akida Rouzi will be sending the new outreach schedule and referral for Boards and Commissions when approved by Council. Ms. Connelly mentioned that there might be larger meetings for Boards and Commissions instead of individual meetings. The changes that the library Board requested through the letter that was submitted to City’s Planning Department and Council were not included in the presentation that the developer made to Council. The Director mentioned that once Council approves the referral, there will be another opportunity for the Board to express their request and either resend the same letter or make changes to it. Currently, there have not been any comments or discussion regarding proffers as a package by Council according to Ms. Connelly. The Director will add the discussion of the letter as an item

on the agenda for the October 21 Board meeting. Mr. Peterson suggested that the proffer could go to the library Foundation. Mr. Camp will bring the discussion to the Foundation Board.

12.- BUSINESS NOT ON THE AGENDA

Ms. Tysse asked if there was an update on the conversation around equity issues raised at a prior meeting around the collection and procedures. She also stated that she was aware that there had been conversations at a City Council level about asking Boards and Commissions to review policies and procedures.

The Director informed the Board that there are two priority policies with equity issues – Collection Development and Code of Conduct – with staff teams assigned. Having staff involved from the outset provides ownership and buy-in to the process. The staff will focus on doing research and recommending changes. The policy will then be provided to the Management Team, who will revise it and then have a larger discussion with all library staff. When the draft policy is ready, it will be presented to the Board for discussion and approval. Additionally for the collection, staff are working on diversity audits. A number of selector staff have been enrolled into a 3-day workshop on Diversity Audits Collection.

The Director received a scholarship from the Library of Virginia for a class on Equity In Action for libraries. She has also been in conversations regarding equity with City Manager Wyatt Shields, the Finance Director Steve Mason, and the Health and Human Services Director Nancy Vincent. In addition, the Director is attending the Use of Force Committee in the City.

Ms. Connelly stated that Council will be asking Boards and Commissions to look at policies and what they do within the City with an equity lens. She remarked that the library is a great example along with the Board in finding different ways to create more equity (e.g. discontinuing library overdue fines).

The Director will include on October's Board meeting agenda the library collection discussion which will include a component regarding equity and diversity.

12.- ADJOURNMENT

Upon a motion duly made by Mr. Camp seconded by Ms. Tysse, the Library Board voted unanimously to adjourn the meeting at 8:32 PM.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Jeff Peterson, Vice Chairperson

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

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