

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: October 21, 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. 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, Student Liaisons Ms. Erin Tarpgaard and Ms. Raissa Borges. Project Manager Lionel Millard, Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez were present as well.

TOPICS OF DISCUSSION:

2.- CBC YOUTH REPRESENTATIVES INTRODUCTIONS

Ms. Oppenheimer introduced the CBC (Citizens for a Better City) youth representatives, Erin Tarpgaard and Raissa Borges, who were appointed last month to the Library Board. The Board and Ms. Connelly welcomed them and encouraged the representatives to be engaged by bringing information about library services to students and returning to the Board with students’ suggestions and perspectives. Ms. Tarpgaard and Ms. Borges introduced themselves to the Board. They talked about their background, their experience as volunteers and their love for the library. They were excited for the opportunity to help connect teenagers to library services and

participate in library programs. Project Manager Millard, being a former Mustang student, joined in the welcoming of Ms. Tarpgaard and Ms. Borges.

3.- BOARD BUSINESS MEETING

a) Election of Officers – Chair and Vice Chair

Ms. Oppenheimer expressed her pleasure and gratitude for letting her serve the community for the past year and would like to serve for one more year to see the library project go through. Ms. Gutierrez called for nominations for Chair.

Ms. Oppenheimer was nominated by Don Camp, Kathleen Tysse, and Chrystie Swiney and there was no discussion or comment.

ROLL CALL VOTE FOR THE POSITION OF CHAIR

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

Ms. Oppenheimer accepted with gratitude the Chair position for the Library Board.

Mr. Peterson as current Vice Chair, thanked the Board for a great and productive year, especially Ms. Oppenheimer for her leadership through difficult times during COVID-19 and the library construction project. He expressed his pleasure at being a Vice Chair and would like to serve for one more year as well during this critical year of library construction and relocation to the new library building. Ms. Oppenheimer expressed her appreciation of Mr. Peterson's work and attention to detail provided during the library project.

Ms. Oppenheimer nominated Mr. Peterson to the Vice Chair Position; there was no discussion or comment.

ROLL CALL VOTE FOR THE POSITION OF VICE CHAIR

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

Mr. Peterson was appointed to the Vice Chair position for the library Board.

b) Adoption of Rules of Procedures/Bylaws – 1st Reading

There was a question about the possibility of extending electronic participation to more than twice a year during a non-emergency event (such as COVID). The electronic participation is guidance from the state and cannot be changed by the Board.

There was a suggestion to make a change under item 10c in regards to keeping the Director and the Board apprised of any comments or actions when individual Board members are advocating for the library.

Upon a motion duly made by Ms. Novotny and seconded by Ms. Tysse, the Library Board adopted the Library Board Bylaws with the changes made on its first reading.

ROLL CALL VOTE

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

c) 2021 Schedule of Library Board Meetings for Adoption

Upon a motion duly made by Mr. Camp and seconded by Mr. Peterson, the Library Board adopted the 2021 Schedule of Library Board Meetings with a few changes.

ROLL CALL VOTE

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

4.- RECEIPT OF PETITIONS

a) Holiday for Library Staff– December 26th

The Director requested that the Board grant Saturday, December 26th off for staff to have a whole weekend holiday, since the library currently is closed on Sundays. Ms. Novotny suggested offering Saturday, January 2nd as well. The Board agreed.

Upon a motion duly made by Ms. Novotny and seconded by Ms. Swiney, the Library Board offered to library staff the day off on Saturday December 26th for the holidays, including Saturday, January 2nd with the reason being that the library building is currently closed to patrons due to COVID-19.

ROLL CALL VOTE

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

5.- APPROVAL OF SEPTEMBER 16, 2020 MEETING MINUTES

Upon a motion duly made by Ms. Swiney and seconded by Mr. Peterson, the Library Board approved the September 16, 2020 Virtual Meeting Minutes.

ROLL CALL VOTE

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

The Director suggested moving up the Library project update item.

6- LIBRARY PROJECT UPDATE

A considerable amount of progress has been done in the structure of the new addition.

- The top portion of the CMU (Concrete Masonry Unit) has been completed.
- The steel structure has been installed to support the RTU units for the HVAC system and the light gauge framing.
- Half of the roof has been installed and will be completed by mid-November.
- The stairwell has been infilled for the main level slab.
- The work on fire suppression system for sprinklers has started.
- The light gauge frame on the lower level is almost completed.

- The brick structure for the window façade frame will start next week.
- The construction is on schedule despite the 24 awarded days due to rainy days. Once the building is closed, there won't be any more time given for weather delays.
- Mr. Millard is pleased with the financial aspects of the project; not many change orders in place and the contingencies have been kept low.
- Mr. Millard has been working with Dominion to span the overhead light pole located in the corner of the library building. He will keep the Board posted about the City's underground project status. Mr. Millard is also working with Washington Gas to schedule the relocation of the gas line.

There was a question about the color of the new brick matching the existing material. Mr. Millard stated that there are some differences in texture and that it is a nice brick. The Director mentioned that the brick of the existing building has color variation due to the different additions. The brick that the Board selected tends more toward the pink-red colors present; an exact match is difficult but it will blend with the old brick. The change in brick will be at the rear of the building in the alleyway and staggered at the front of the building. The mortar color was changed on the recommendation of the mason to a more neutral color that will make the appearance more cohesive.

The next construction building tour for the new Board Member, Councilwoman Connelly and both Student Liaisons will be scheduled once the building gets closed in, and will include another tour for the rest of the Board since there will be many changes since the last time they were there.

There was a question regarding the material used for the main staircase and the design. Mr. Millard stated that the specs are for a steel case with concrete infill for the treads; the stairwell will probably go in place in December. The Director stated that a rubber tread was discussed as the covering that addressed maintenance needs. Mr. Peterson stated that he had been in a building that had a staircase with a stone finish and feels that the library staircase should receive a prominent finish if it fits within the budget.

Mr. Millard mentioned that by December-January there will be a presentation of the project to Council and the Board will be part of it as well.

7.- LIBRARY REPORT AND ANNOUNCEMENTS

- The Skype for Business platform will be replaced by Microsoft Teams. The Director will schedule a test for MS Teams and will send the link to the Board. It will be next Wednesday, October 28 at 6:00 pm.
- The Director gave Mr. Cronin a tour of the temporary library location at the trailers and he suggested that other Board members may be interested in a tour. Ms. Carroll offered a tour to the rest of the Board if interested.
- The Library Foundation selected Eric Albrecht as the recipient for the inaugural Chet De Long Award. The \$1,000 check award will be given to Mr. Albrecht on Friday October 23. The information and pictures will be provided to the Falls Church News

Press, the Board and the library's social media. The Director congratulated Mr. Albrecht who has worked for the library for 16+ years in the Circulation Department. She added that he has been open and supportive to all the changes since the library moved to the temporary location. His dependability and longevity are a criteria of Mr. De Long's Award profile.

- November 3rd is Election Day, and the library won't be providing curbside service to avoid confusion, since Thomas Jefferson Elementary School is a polling location and will be providing curbside service for voting. However, library staff will be working at the trailers and the book drop will remain open.

8.- LIBRARY FOUNDATION REPORT

Regarding the Chet De Long Award, Mr. Camp mentioned that there were very good candidates and it was a tough decision to make. The Foundation was pleased with the results, as was Mr. De Long. The Director made a request to the Foundation for \$15,900 to fund Freegal music service, summer reading program prizes, book discussion groups and the new Storywalk initiative. Some of these expenses used to be covered by the library book sale fund which is inactive due to the move and COVID-19. Mr. Camp reported that \$18,000 was added to the Foundation's growing endowment.

The Foundation's plans are to embark on a corporate giving program. Mr. Camp asked the Board to share ideas or if they have any contacts to provide them to him or to Ms. Jess Sabo, Foundation Board member.

9.- COUNCIL LIAISON REPORT

- Last week Council granted the first reading to the Insight project at Broad and Washington. It will come to the library Board in the next two months to review. Ms. Connelly is aware of the Board's request regarding voluntary concessions and she suggested to continue to provide their comments to Council. Council has not reviewed the voluntary concessions yet.
- The Parks and Recreation Department is collecting suggestions for the Fellows property (across from the library temporary location) through their website.

10.- ARTS AND HUMANITIES COUNCIL REPORT

Ms. Swiney informed the Board that the AHC has been working on the mural for the Founders Row building. She has a picture of it which she will share with the Board, and she encouraged them to share their comments and thoughts. The theme is *A Grove for Growth* and it will be located in the back of the new theater behind St. James Church. The Council will be meeting tomorrow with the art designers.

11.- COLLECTION PROCESS/PROCEDURE OVERVIEWS

The Director presented a PowerPoint on collection management (see attached pdf). Technical Services Supervisor, Steve Ingeman, assisted in assembling the information along with library's Management Team.

A majority of library staff (Library Assistants II and above) are given collection management duties; these duties include material selection, purchasing/ordering, maintenance, and weeding.

There was a question on how to best judge what the community wants and how items for specific audiences are selected. The Director stated that patron requests and trends in circulation are reviewed along with interaction with patrons. Mr. Camp suggested including an outreach on the library's website on what titles people would like to see.

Regarding ordering, Baker & Taylor is the primarily vendor for the library. Amazon is used to buy book club materials and some additional items. Midwest, Weston Woods, and Random House are used for audiovisual materials. There are some specialized vendors for children's nonfiction series books. Some of the vendors like B&T provide discounts through a contract that the State negotiated with MALIA (Mid Atlantic Library Association), which is renewed annually. Items are purchased weekly and the ordering cycle is from July through March; April/May is usually the end of the fiscal year closing.

The selectors evaluate and monitor the collection according to the condition of the materials, statistics on the turnover rate in a year, circulations and publication dates. There was a question about the turnover rate impact since COVID-19 started and people keeping their library books at home. The Director said that starting in March the statistics were impacted both by the move and COVID-19. She expects that statistical numbers probably won't stabilize until Fiscal Year 2023 and she would be reluctant to make wholesale changes based on the statistics during the move and COVID event until then.

The Director included in the presentation a quote from Dr. Rudine Sims Bishop regarding diversity and inclusion – books can be windows, sliding doors, or mirrors. The Director stated that it is important for patrons to see themselves reflected in the library's collection. The library staff is addressing diversity and inclusion through evaluating the Materials Selection policy with an equity lens. Selectors are taking a collection diversity audit class and they will apply that knowledge to the collection. The staff have also started discussions on subject headings and utilizing the local subject heading category to include search terms like own voices and anti-racism.

It is crucial to have a healthy collection and weeding materials is part of the process. Selectors take into consideration many factors outlined in the CREW manual (as adopted by the Library Board) along with their professional experience and judgement to determine what materials are removed from the collection. After physical materials are withdrawn and removed from the catalog the items are cycled through the book sale, provided to companies that sell or donate the books (Better World Books or Sustainable Shelves), or recycled if in poor condition.

For the Ebook and Eaudio collections, selectors use Overdrive as the primary vendor. There is no limit to the number of items the library can have. There are challenges including the use models, addressing reserve lists, and budgetary impacts.

The collection in the new building will be at approximately 110,000 physical items with the expectation to have 75% on shelf. The size of the collection was reduced due as a result of bringing the building into ADA compliance and the programmatic changes (additional meeting rooms and bathrooms). Currently the collection has about 84,000 physical items, including the

digital collection and streaming brings the total collection to over 131,000 items. Future budget impacts include the rising cost of books, cost and demand of e-resources especially since COVID-19 started, and possible flat budget requirements.

The Director praised the staff for their good work on the collection and it is in great shape. In order to maintain this there will be regular maintenance and weeding. To have a healthy collection with space to grow and merchandise the collection increases circulation.

12.- 2nd READING: DRAFT CIRCULATION POLICY – MISSING AND DAMAGED ITEMS

Upon a motion duly made by Ms. Swiney and seconded by Ms. Tysse, the Library Board approved the 2nd Reading of the Circulation Policy – Missing and Damaged Items with no changes

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Jeff Peterson **AYE**

Mr. Patrick Cronin **AYE**

Ms. Molly Novotny **AYE**

Mr. Don Camp **AYE**

Ms. Kathleen Tysse **AYE**

Ms. Chrystie Swiney **AYE**

13.- BROAD AND WASHINGTON VOLUNTARY CONCESSIONS

The Director mentioned the Board already has the letter written and the discussion for the voluntary concessions can be moved to the November Board meeting. City's Planning Staff will attend the meeting and will be providing a presentation to the Board. It is an opportunity for the Board to get feedback from them, and make adjustments to the letter. The Director will send to the Board the notice for the briefing including the letter.

14.- BUSINESS NOT IN THE AGENDA

None

15.- ADJOURNMENT

Upon a motion duly made by Ms. Tysse seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 9:06 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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