

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: November 18, 2020

LOCATION: Meeting held via Microsoft Teams

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 7:01 PM

THOSE PRESENT:

<p><u>Library Board Members</u></p> <p>Ms. Stephanie Oppenheimer: <u>✓</u> Mr. Jeff Peterson: <u>✓</u> Mr. Patrick Cronin: <u>✓</u> Mr. Don Camp: <u>✓</u> Ms. Kathleen Tysse: <u>✓</u> Ms. Chrystie Swiney: <u>✓</u> Ms. Molly Novotny: Absence Excused</p>
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OTHERS PRESENT: CFC Senior Planner Akida Rouzi and Mr. Scott E. Adams Partner of McGuire Woods. Councilwoman Marybeth Connelly, Student Liaisons - Ms. Erin Tarpgaard and Ms. Raissa Borges. Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez were present as well.

Ms. Oppenheimer moved item #13 – Broad and Washington Presentation to the front of the agenda. The Director introduced Ms. Rouzi and Mr. Adams, presenters of the Board and Washington project.

TOPICS OF DISCUSSION:

3. BROAD AND WASHINGTON PRESENTATION

Mr. Adams introduced himself as a land use attorney for McGuire Woods representing Insight Property Group LLC, who are the owners of Broad and Washington property.

Overview of the Broad and Washington Project:

- The project is 3.16 acres mixed use including a Whole Foods Store and Creative Cauldron as anchors, retail, restaurants, open outdoor public spaces, and apartments. Creative Cauldron will have a permanent home in the project with a multiple renewal long-term lease. The project is expected to bring almost \$2.3M per year in net revenue.
- The project is anticipated to be a LEED Gold standard building. It will include exceeding stormwater management expectations and rooftop mechanical equipment which will facilitate the future installation of solar panels. Electrical vehicle charging stations will be available in the parking garage, and conduit for additional stations for future expansion. They will provide a \$20,000 contribution to the City's stormwater management fund for the planting of trees and water sheds.
- Dedicated public parking access 24/7 will replace the current 64 spaces. The project has a robust Transportation Demand Management plan. The project includes bike share station and bus shelters.
- The project will provide Voluntary Concessions to the schools, parks and library to help mitigate the impacts that the project will create. In addition, affordable housing goes beyond the City's minimum requirements.

The project is expected to be approved by January. Ms. Swiney raised a comment about having another grocery store which is not affordable to most people and the image that it will be sending out to the public, especially during these times of equity and social justice concerns. She added that there are two Whole Food stores within 2 miles of the City. Mr. Adams pointed out that Whole Foods likes the sense of Community of Falls Church and Whole Food's market research indicates that there is a need in the City.

Mr. Camp asked about the affordable housing. Their baseline commitment is to provide 6% of the units at 60% AMI (Area Median Income) for efficiencies and 2-bedroom units. There is a commitment for the units to be maintained affordable for the life of the project rather than a set period of time. The project will have the flexibility to target lower AMI units down to 30% to 40% AMI levels, which are not typically available in the City and cash in lieu payments may also be an option considered.

Mr. Peterson wanted to confirm the discussion on the presentation that Mr. Adams gave to VPIS (Village Preservation and improvement Society) regarding the library proffer through the Library Foundation. Mr. Adams commented that they are open to do what is best for the library, depending on what the City's direction is regarding Voluntary Concessions.

Mr. Peterson asked how the proffers are calculated. It seems that the offer amount provided by the Broad and Washington project is smaller than the one given by the Founders Row Project. He also asked if they will include the library proffer with parks and recreations proffers. Mr. Adams explained that their language for voluntary concessions was carried over from the 2018 project approval. The intent was to balance the other commitments in the Voluntary Concessions while still making meaningful contributions to the Library and Recreation and Parks.

Mr. Peterson asked about the timing of the proffer and ensuring that it is available to the library not tied to a capital expense. Mr. Adams stated that they could review the language and revise to make it more effective.

4.- RECEIPT OF PETITIONS

None

5.- APPROVAL OF OCTOBER 21, 2020 MEETING MINUTES

Upon a motion duly made by Mr. Camp. and seconded by Mr. Peterson, the Library Board approved the October 21, 2020 Virtual Meeting Minutes with minor changes.

ROLL CALL VOTE

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

6.- LIBRARY REPORT AND ANNOUNCEMENTS

The Director included the Library Project Update since Project Manager Lionel Millard was not available.

- Governor Northam announced new restrictions regarding COVID-19. However, this will not affect the library's curbside service.
- Library's work plan updates:
 - Planning on logistics to returning back to the new building, including preparing the collection.
 - Continuing monitoring COVID-19 and adjusting library services as necessary.

- Continuing to review the Code of Conduct and Collection Management policies for the Board to approve.
- Completing research and receiving quotes for the print and time management software system.
- Staff is researching meeting room management software system and will have the information by Spring 2021.
- The draft of the Technology Plan has been completed and will be discussed with the ITS department.
- MeeScan, which is a new software app, has been purchased to assist with curbside service and eventually selfcheckout. In the new building library users will be able to pick up their own reserves and checkout with the app.
- Staff is completing the 21-day Racial Equity Habit Building Challenge by the American Bar Association in the month of November. Staff will have a discussion at the December all staff meeting. The Director invited the Board to consider participating in the challenge and to have a discussion at the December Board meeting.
- Responses to Board questions from the October 21st meeting:
 - The Great Streets Project undergrounding work is anticipated to start early-mid 2022. This depends on how fast VDOT/Federal Government works on the design and to finalize funding.
 - The stairwell tread that will be installed in the new library building is a dark brown resilient flooring rubber material (similar to what is in City Hall except that theirs is blue). Exploring options to add character to the stairwell are being considered; it will have budget implications.

Library Project Update:

- 7 months left for the project to be completed.
- The installation of the brick facade has been completed on Virginia Avenue and in the next week will be finished on Park Avenue side.
- Washington Gas is relocating the gas line at no cost to the City in order to accommodate the streetscape.
- The framing work on the main level has started for the different rooms. The building will be water-tight after Thanksgiving. It's not part of a critical path since the majority of the work being done is under roof.

- Mr. Millard expressed to the Director no concerns of accruing additional delays due to inclement weather.
- Substantial completion date is May 11, 2021. It includes the 28 days added due to inclement weather. The additional cost for these extra days are being absorbed by Centennial. They are tracking for final completion on June 7 but will try to finish by the original completion date to avoid extra costs for them.
- Mr. Millard keeps monitoring the expenses of BKV Group.
- \$139,000 of buyout savings have been added to the CM contingency. There will be a reconciliation of \$40,000 to \$50,000 to address a scope gap.
- There was a change order on the RTU unit and additional floor receptacles and data boxes. Total cost was around \$6,000.
- Dominion will relocate two utility poles with cobra-head lights that are on Park Avenue. One will be moved across the street and the other one to the other side of the drive aisle. Mr. Millard will work with DPW to add temporary lighting until the Great Streets Project is completed.

Mr. Cronin asked a couple of questions: One about the circulation statistics regarding a closing gap between curbside pickups and total curbside transactions; and the other question was if there was any impact on the library's curbside service due to the reopening of Thomas Jefferson Elementary. The Director mentioned that the increase in numbers was due to the reopening of the outside book drop. She will verify with the Circulation supervisor that the book drop is the reason for the drop in curbside transactions. Circulation of physical items are not at the level before COVID-19. There was no impact reported with the school reopening.

Mr. Camp asked about the project completion date vs. when the library will be open to the public. The Director explained to the Board that substantial completion of the library project is when the construction is at 95%. After that, approximately a month to move in to the new building and reintegrate the collection would be needed. Opening to the public may happen in early June 2021.

Mr. Peterson inquired about the finishing materials and design for the Library's name on the building. He suggested presenting the options to the Board for review before the purchase is complete. Mr. Camp seconded the inquiry. The Director will discuss with Mr. Millard.

There was a concern from Mr. Peterson regarding the style of the temporary lighting that DPW will install to replace the current cobra-head lights on the utility poles. The Director stated that the proposal is to re-use components that DPW has stored. She will confirm with PM Millard and Public Works Interim Director Zak Bradley on when the installation of the conduit will be done, once the Great Streets Project starts, and what kind of temporary light poles will be installed.

7.- LIBRARY FOUNDATION REPORT

Mr. Camp informed the Board that their annual solicitation letters will be mailed to citizens around Thanksgiving Day. They will include the new Foundation logo and website. He encouraged the Board to look at their new website.

8.- COUNCIL LIAISON REPORT

- New Council Member Debbie Hiscott has been sworn in. Ms. Connelly will remain the library board liaison.
- Council will start working on Budget for the next fiscal year.
- The surge of COVID-19 cases in Northern Virginia is concerning. Council has regular conversations and updates with the Fairfax Health Department, as well as City Manager Wyatt Shields, and school staff. She encouraged the Board to keep an eye on changes to City services in the coming weeks.
- The Affordable Housing Panel is a hot topic on Council's agenda. Currently, the Health and Human Services Department is working on the Amazon REACH grant application. The deadline to apply is December 31, 2020. The grant is for affordable housing with funds to be spent in 2021.
- Council will work on the Legislative Agenda for January 2021. She encouraged the Board to forward items for inclusion.
- The State FOIA (Freedom of Information Act) Council regulates how many virtual/electronic meetings Council and Boards and Commissions can have annually; in light of the COVID-19 pandemic they are considering changing those regulations. At a hearing today Marybeth and Letty Hardi testified re: how virtual meetings improved accessibility.

Mr. Peterson asked about having more discussion on the Board's letter that will be sent to Council regarding the Broad and Washington Project. Ms. Oppenheimer will reinsert item #13 (Broad and Washington Presentation) for discussion. Ms. Connelly noted that Planning staff assembles all the letters from Boards and Commissions and the packet is presented to Council for review.

Ms. Swiney commented that she fully supports the lifting of the ban on only having only two virtual meetings a year for Boards and Commissions that the State FOIA Council is working on. She mentioned that Council Member Letty Hardi is circulating a petition supporting more flexibility regarding rules around electronic participation for meetings of public bodies. Ms. Swiney encouraged the Board to sign it. Currently there is more diversity and representation on Boards and Commissions than before and being able to attend meetings virtually would be convenient, especially to working parents with young children.

9.- ARTS AND HUMANITIES COUNCIL REPORT

Ms. Swiney sent the Director the picture of the mural for Founders Row to be distributed among the library Board members for any comments.

10.- LIBRARY BOARD OF TRUSTEES BYLAWS – 2ND READING

Upon a motion duly made by Mr. Camp. and seconded by Ms. Swiney, the Library Board approved the Library Board of Trustees Bylaws as presented.

ROLL CALL VOTE

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

11.- DRAFT 2021 LEGISLATIVE AGENDA FOR APPROVAL

The wording of the 2021 Legislative Agenda is similar to the previous year with the exception of the firearms legislation which passed this year. Due to COVID-19, there were delays in the General Assembly and the Virginia Library Association has not released their legislative agenda yet. The Director anticipates VLA publishing their agenda in December.

The priority item of the agenda is to request full funding of State Aid for Public Libraries. It hasn't been fully funded for at least 10 years. The estimates for the 2021 State Aid are still pending. There have been some increases for the last 2 years. The other item included on the agenda is to continue the legislative and budgetary support for the Library of Virginia.

The Director requested that the Board approve the agenda and authorize her to make any adjustments if the Virginia Library Association legislative agenda has additional items. She will provide any of those changes to the Board and Assistant City Manager Cindy Mester to be included in the legislative packet that is sent to Richmond.

Upon a motion duly made by Mr. Camp. and seconded by Ms. Swiney and Ms. Tysse, the Library Board approved the Draft of the 2021 Legislative Agenda as edited, and given the authority to the Library Director to make further edits based on the Virginia Library Association Legislative Agenda.

ROLL CALL VOTE

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

12.- BROAD AND WASHINGTON LETTER

Mr. Peterson suggested having a vote from the Board regarding the letter sent to Council back in June 2020, regarding their position on the Voluntary Concessions, and to ask the Director to re-submit the letter to Council. Mr. Camp reiterated that the Foundation is willing to be the recipient of the VC's. Mr. Peterson explained to the Board some of the key points included in the letter.

Upon a motion duly made by Mr. Peterson. seconded by Mr. Camp, the Library Board voted to resubmit their June 2020 letter to Council by the due date of Friday, November 20, 2020.

ROLL CALL VOTE

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

13.- BUSINESS NOT ON THE AGENDA

Ms. Oppenheimer informed the Board that Ms. Beth Green, who is a teacher at the Mount Daniel Elementary School, is providing a program called Danny's Reading Room, and she is asking the community to participate in it. The program consists of reading picture books out loud to kids from K through 2nd grade. People can record their reading and Ms. Green will upload it for the students to watch. Ms. Oppenheimer encouraged the student liaisons to participate. The Director mentioned the program to the Youth Services staff and they will be contacting Ms. Green.

Before adjourning, the Director informed the Board that she will bring a preview of the FY2022 Budget to the December meeting. The Board will approve the FY2022 budget at the January 2021 meeting.

15.- ADJOURNMENT

Upon a motion duly made by Mr. Camp. seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 8:42 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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