

**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  
**December 18, 2019**

**1. CALL TO ORDER AND INTRODUCTION OF GUESTS**

Chairperson Stephanie Oppenheimer called the meeting to order at 7:02 p.m. The following Board members attended the meeting:

Stephanie Oppenheimer  
Chet DeLong  
Chrystie Swiney  
Kathleen Tysse  
Molly Novotny

Absence excused: Jeff Peterson

Mr. Don Camp was present via cell phone; he stated that he could not attend the Board meeting since he was on temporary work assignment in New York City.

**Upon a motion duly made and seconded, the Library Board unanimously moved to allow Mr. Don Camp to participate at today's Board meeting by conference call under the resolution adopting the policy for electronic participation in meetings.**

Council Liaison, Ross Litkenhous, and Planning Commission Liaison, Rob Puentes, were not in attendance.

Others present for the meeting included: Director Jenny Carroll and Lionel Millard, Project Manager.

**2. RECEIPT OF PETITIONS**

**a) Arts & Humanities Representative**

Ms. Oppenheimer's term ends in February. She will contact the liaison to see if the Board can send a representative when there is a relevant library item on the agenda.

**b) Request for fine and bill amnesty in January**

The Director requested that fines for overdue or billed books be waived for the month of January to encourage patrons to return their materials. Fines that are already in existence will not be waived. The issue of permanently waiving overdue fines will be brought to the Board in the future.

**Upon a motion duly made and seconded, the Library Board unanimously approved that January be the month in which the library recalls as many books as possible to sort for storage or to move to the temporary location and declare amnesty on fines for books that are currently**

out.

### **3. APPROVAL OF THE NOVEMBER 6, 2019 SPECIAL MEETING MINUTES**

**Upon a motion duly made and seconded, the Library Board unanimously approved the November 6, 2019 Special Meeting Minutes with minor corrections.**

### **4. APPROVAL OF THE NOVEMBER 20, 2019 MEETING MINUTES**

**The minutes had substantial additions and will be given a second reading at the January meeting.**

### **5. LIBRARY PROJECT UPDATE**

Ms. Oppenheimer requested that the project update be moved up in the agenda. Mr. Millard provided an update on the library project. He stated that the work needed to prepare the trailer is complete. To finalize the preparation there will need to be a walk-through of the trailer with the school operations representative to address minor issues such as, loose tiles and damaged blinds, and cleaning. City IT services is working on issues to ensure that the trailer will be operational.

City staff has received the GMP (Guaranteed Maximum Price) package. City staff will conduct internal meetings for review and negotiation with Centennial. There will be a special library Board meeting on January 9, 2020 at 7:00pm. City staff will present the GMP to the Board for recommendation to City Council. City staff will not go to City Council on January 6<sup>th</sup> as previously reported. After an internal discussion the decision was to go to Council work session on January 13<sup>th</sup> with all of the information including the GMP. At this time the presentation will include the Q&A and lessons learned from the City Hall project. The Director stated that the City Council work session would be open. The Board asked re: having the Q&A provided to them. The Director stated that she has an email in to the City Manager asking to provide it to the Board, once he approves the request the Director will email the document to the Board. The City Council meeting on January 27<sup>th</sup> will be a regular session for final approval of the construction contract.

### **6. LIBRARY REPORT AND ANNOUNCEMENTS**

- The legislative agenda was adopted by Council.

### **7. LIBRARY FOUNDATION REPORT**

Mr. Camp stated that the email solicitation for the annual fundraiser is complete and the Foundation has received \$1,900 already. Checks have been coming in from the annual mailing as well. Last year approximately \$30,000 was raised during the annual fundraiser.

### **8. COUNCIL LIAISON REPORT**

No report.

### **9. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)**

No items that affected the library were discussed.

## 10. FY21 Budget

The Director presented a draft of the FY21 budget. In the past the Board meeting is very close to when the budget is due to the Finance department in January. Last year the Director presented a draft in December in preparation for the January meeting and would like to continue this process moving into the future. The Director has received initial budget worksheets from Finance with a flat budget for discretionary spending. The Finance department will release official guidance later in December, however the expectation is that the discretionary budget will remain flat. Items that may affect the overall city budget are health insurance benefit costs, WMATA costs, and the schools have indicated that the school budget would be higher than the organic 3.1% growth.

Highlights include:

- Salaries/benefits – increase of .4 FTE; health benefits less than last year, however an increase has been reported to be expected.
- Maintenance and Service contracts will include accounting for custodian vacation days that DPW does not cover (they cover two weeks).
- Utilities will increase a bit. FCCPS will pay for utilities in the trailer. The library budget will cover utilities for the library building during construction.
- Office Supplies decrease due to using surplus, changing how we order, more business occurring digitally.
- Library Books will remain equivalent to last year because a majority of the year will be in the temporary location; we expect to review as we settle into the new location.
- Audiobooks/CDs – discontinued music cd's; Audiobook circulation is declining and Great Courses is no longer releasing physical audiobooks.
- DVDs – reduced due to being primarily in the temporary location for the year.
- Electronic Resources – added streaming and unlimited audio book collection in FY20 which we will maintain.
- IT Services
  - Met with IT today and expect adjustments to some of the maintenance amounts reported due to variability in increases (5% to 25%).
  - Salary and benefits for the position may increase to compete regionally.
  - No longer paying for maintenance on RFID pads and self-check machines due to discontinuing RFID technology. The library will continue to use barcode technology to track books/materials.
  - Increase in wifi access points in the new building.
  - Biblionix (ILS – Integrated Library System) change to who provides the display which translates into increase in cost.
  - Ricoh printer will be discontinued due to the move.

Unmet needs for FY21 include adding a part-time Library Assistant II to the Circulation Department. FY22 unmet needs include increasing the part-time Library Assistant II to a full-time position, increasing Utilities/Operations, and increasing the IT services position from .6FTE to full-time.

## 11. DRAFT Annual Report

The Director presented the Annual Report to the Board. She stated that moving forward she

would like to bring the annual report in July/August to coincide with the end of the fiscal year. In addition, staff is looking to change the format to a more graphic presentation.

**Upon a motion duly made and seconded, the Library Board unanimously approved with slight changes the FY2019 Library Annual Report.**

**10. BUSINESS NOT ON AGENDA**

None

**1. ADJOURNMENT**

**There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:57p.m.**

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.