

**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
April 24, 2019

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Acting Chairperson Chet DeLong called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

Don Camp
Chet DeLong
Jeff Peterson
Chrystie Swiney
Kathleen Tysse

Absence excused: Stephanie Oppenheimer

Youth Representative Tika Wallace (late)

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

Others present for the meeting included: Director of Public Works Mike Whitfield, Library Director Jenny Carroll and her assistant Claudia Gutierrez.

2. RECEIPT OF PETITIONS

a) APPRECIATION/RECOGNITION OF OUTGOING BOARD MEMBERS

The Director requested an informal policy addressing acknowledging/thanking outgoing Board members. The Board agreed to write a letter of appreciation to outgoing Board members.

3. APPROVAL OF THE MARCH 20, 2019 MEETING MINUTES

There were a few substantive changes made to the minutes; they will be amended and included for approval in the May Board Meeting.

4. LIBRARY REPORT AND ANNOUNCEMENTS

- The Director provided a report from the April Virginia Public Library Directors Association (VPLDA) Meeting and New Directors Institute. The Director went over some of the topics reviewed including State Aid, Record Management, Human Resource Performance Management, Legislative Advocacy and Strategic Planning.

At the VPLDA meeting there was a presentation on Implicit Bias, which the Director will suggest to the City's Human Resources department. The Director participated in a round table discussion about opioid and safety/security issues. There have been discussions across the state and nationwide about having Narcan available in libraries to prevent death due to overdose. The Library of Virginia also reported out on issues affecting public libraries including their support of Federal funding of the Library Services and Technology Act at \$1 per capita nationwide. The LVA document for public libraries entitled Planning for Library Excellence is being reviewed and updated and will be brought before the LVA Library Board for approval this year. The Director mentioned that the Library of Virginia also has resources for trustees and will provide those to the Board.

The Virginia Library Association reported out on legislative efforts. Phil Abraham is the legislative liaison who lobbies on behalf of VLA in Richmond. The primary focus is for State Aid to be fully funded (currently it is at 60%). Mr. Abraham mentioned gun legislation that was introduced this past session and did not pass. He felt that such legislation may pass in the near future. The Director reported that the library has an affiliate membership with VLA, which includes all staff and trustees.

- The Director informed the Board that the Human Resources department started a recognition program for City Government employees called "*The Shining Star Award*". The award can be given by any employee to another employee. The Board can participate and submit a recognition award for any employee by filling out a Shining Star Award slip and giving it to the employee along with sending a copy to HR. The award recognition will also be included in the monthly employee newsletter, *The Chronicle*. The Director will send information to the Board about the program.
- At the May 15 Board meeting, the Director will be presenting to the Board an update from the library project about construction documents, cost estimate and interiors and after that, she will be presenting it to City Council at their May 20 session.
- There will be a staff workday on May 17 and the library will be closed all day.
- The library will be participating in the Memorial Day Parade. The Director invited the Board to participate.
- The Director mentioned that the current size of the library collection, 110,000 items, reflects what the new library building will have after the renovation. Currently the library has not received any comments from patrons about not finding what they are looking for.

5. LIBRARY FOUNDATION REPORT

Mr. Camp informed the Board that as a volunteer, Ms. Tysse sponsored the Staff Appreciation Day during National Library Week with lunch and gift cards for library staff. Volunteers, arranged by Ms. Tysse, also provided daily treats throughout the week for staff. The Director sent an email to the Foundation and the Board with comments from staff about this event - staff were happy and pleasantly surprised. The Director added that during that week Jess Sabo, Foundation volunteer and former library staff, and Ms. Tysse put together a "thank you to staff" display. Patrons could record their appreciation using post-it notes or thank you cards. The Director will be presenting all the notes and comments to

Council. Library Giving Day was a success! Mr. Camp stated that \$4,100 was collected through PayPal from sixty-two donors; two of them are recurrent donors. Fifty new names will be added to the Foundation's solicitation list. This was an initiative of the Foundation Development Committee formed by Kathleen Tysse, Jess Sabo, Suzanne Coyle, and Mr. Don Camp.

6. COUNCIL LIAISON REPORT

No report

7. STUDENT LIAISON REPORT

Ms. Wallace informed the Board that she talked to the students from George Mason High School about the library project. Many students are excited about the temporary location at Thomas Jefferson Elementary since they live close by. She also mentioned that students are excited that the new library will have a door in the Young Adult area.

8. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

No report.

Mr. DeLong stated with the Board's permission, that the Library Project Update be moved ahead of the Library Board Bylaws discussion in the agenda.

9. LIBRARY PROJECT UPDATE

The Director informed the Board that yesterday the construction documents were submitted to City Staff and the CMAR. The CMAR (Construction Manager At Risk), Centennial, will work on the cost estimate and have it ready by mid-May to be presented to the library Board and Council. In addition, the architects are working on the interior and exterior finishes. The Director showed the Board different options of slate and asphalt shingles for the roof, metal for around the windows and the gutters. Currently the library roof has two different kinds of slate, perhaps due to repairs that have been done in the past. In early April these materials were presented to the Architectural Advisory Board (AAB) to get their input. The plan is to use slate for the roof. The asphalt was an option presented to the AAB to get their input on materials. Mr. Whitfield mentioned that slate lasts longer and the maintenance is lower.

Mr. Whitfield explained to the Board about the cost estimates at different phases and that as the plan develops, they get more refined in detail. The CMAR obtains the cost estimates from contractors and subcontractors. As the plan progresses, the architects will have better specifications and then will refine the costs until they get to the GMP (Guaranteed Maximum Price) phase, which will be the true cost of the project. During the project there may be change orders for unforeseen conditions and contingencies (which are built into the cost) would cover those costs. Both the owners (the City/Library) and the CMAR have contingencies.

The Director added that the \$297K from voluntary concessions will be added to the project budget. It will be officially added through the budget amendment at the Council meeting on May 20.

The GMP is scheduled to be ready in September with a timeline including when construction will start. Once we have this date, City and library staff will determine the date of the move to the

temporary locations. The Board will receive an overview of the Guaranteed Maximum Price.

9. LIBRARY BOARD BYLAWS – 2ND READING

The Director submitted the bylaws to the City Attorney Carol McCoskrie for review. She suggested leaving the bylaws as they are and create an informal policy regarding term limits for officers. There was a discussion about rotating the Board Chair position more often instead of having them serve for a long period. It was mentioned that the Board Chair does not have more knowledge or privileged information about the library than any other Board member. The Board Chair runs the meeting, meets with the Director, and represents the Board. There were comments that the responsibility of the position of the Board Chair needs to be shared periodically among all of the Board members.

Mr. DeLong suggested that the Board put off voting on the bylaws until there is a full Board. He asked that the Board write statements to the Director of what they want the bylaws to say. Then the Director can condense all the comments and bring them back to the Board for consideration.

Upon a motion duly made and seconded, the Board delayed the consideration of the proposal incorporated in the draft bylaws until the full Board is present, and the consideration on how the Board wants to treat Board term limits.

10. LIBRARY POLICIES TO DISCARD – WORK ORDERS, INTERNAL; DIRECT ORDERS; STAFF BULLETIN BOARD, BINDERY

The Director asked permission from the Board to discard the above named policies since they are internal procedures rather than policies and specifically that the bindery is no longer used.

Upon a motion duly made and seconded, the Board approved discarding the four policies, which are in effect procedures, rather than policies.

11. FIVE-YEAR PLAN 2019-2023 DRAFT

The Director commented that this draft includes FY2018 since it was last presented to the Board in January 2018; this will be taken out for the final draft presentation to the Board in June 2019. She highlighted that the user survey and the customer feedback process will be evaluated. FY2020 shows projects that staff will be working on while in the temporary location. Projects include strategic planning with community feedback, revising policies, evaluating the marketing plan, and re-evaluating technology needs. The Director assured the Board that staff will have a busy year while they are in the temporary location. The Director asked the Board for their feedback on the Five Year Plan. She will review the feedback with Management Team and bring it to the Board in June for approval. There was a discussion about changing the wording in the Mission Statement and adding the Local History Room to the list of roles. The Director will make the changes.

Mr. DeLong asked the Director to include in the May packet the FY18 circulation and collection statistics to compare to FY19.

13. BUSINESS NOT ON THE AGENDA

Mr. Camp asked the Director to keep in touch with the Styles family since one of the members

reached out to the Foundation. The Director stated that she had personally emailed the family member that contacted the Foundation and had not received a response to date.

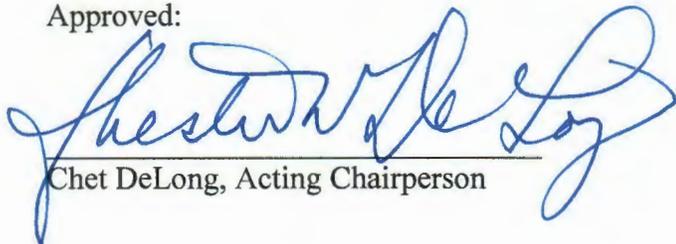
14. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:55p.m.

Respectfully submitted,


Jenny Carroll
Library Director

Approved:


Chet DeLong, Acting Chairperson

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

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