

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
October 17, 2018

1. CALL TO ORDER AND INTRODUCTIONS OF GUESTS

Board Chairman Brad Gernand called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

Brad Gernand
Chet DeLong
Chrystie Swiney
Kathleen Tysse
Stephanie Oppenheimer
Jeff Peterson

Excused absence: Don Camp

Unexcused Absence: Youth Representative Tika Wallace

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

Others present for the meeting included: Library Project Manager Kim Callahan, Centennial Operations Director Mike O'Neal and Senior Project General Manager Rob Almand, City Attorney Carol McCoskrie, Library Director Jenny Carroll and her assistant Ms. Claudia Gutierrez. City resident/library staff Ms. Cathy Breen and City resident Mr. William Barratt were also present.

2. RECEIPT OF PETITIONS

a. Library Code of Conduct

Mr. William Barratt sent a letter to the Board included in the packet regarding the Library Code of Conduct. He is a resident of Arlington County and he and his family are regular patrons of the library. He pointed out that the Library Code of Conduct has inappropriately vague language regarding firearms in the library. The Virginia Code legally prohibits local government restricting the carrying of firearms; the library cannot put any restriction on people who come into the building carrying firearms. Mr. Barratt stated that other libraries have banned dangerous behavior and not made specific mention of knives, guns, or weapons. He also said that the library or the City government could be sued over this issue. He said that library staff are not trained on the laws regarding firearms and weapons. If someone comes into the library waving a gun or a knife that is a reason to call the police but not for someone who is legally carrying a firearm. Mr. Gernand mentioned that the City Attorney Carol McCoskrie sent the Board a memo regarding this item. She will be attending the Board meeting in a closed session tonight at 8:30pm to discuss it. Tomorrow the Director will inform Mr. Barratt about the decision from the Board. Ms. Swiney commented that the premise of Mr. Barratt's argument does not take into account accidents, which she understands to be the cause of many gun deaths, and that it does not have to do with bad conduct. Mr. Barratt responded that accidents are a result of guns being used

inappropriately. Mr. Barratt did not stay for the rest of the meeting.

b. CATCH Appointee

The Director informed the Board that the name for CATCH changed to the Arts and Humanities Council. Ms. Oppenheimer volunteered to be the appointee representative. Mr. Gernand suggested attending as many sessions as she can due to her tight schedule and mentioned that this Council is interested in getting content from the library to put on their website. Ms. Oppenheimer will be meeting with the Director to talk about details. The Board thanked Ms. Oppenheimer for representing the Board by attending the meetings.

c. Affordable Living Policy

Mr. Gernand commented that the Board has considered items such as this outside the purview of the Board. The Board agreed.

3. APPROVAL OF THE SEPTEMBER 19, 2018 MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the September 19, 2018 Meeting Minutes.

4. LIBRARY FOUNDATION REPORT

No report

5. COUNCIL LIAISON REPORT

No report

6. STUDENT LIAISON REPORT

No report

7. CONSTRUCTION MANAGER AT RISK (CMAR) INTRODUCTION

The Director introduced Centennial, the construction company working on the library project pre-construction phase. Senior Project General Manager Rob Almand will be the point of contact throughout the project. Operations Director Mike O’Neal has been working in the company for 27 years in the Reston headquarters. Centennial has a wide range of experience in designing/ building different projects. They measure success by customer satisfaction and safety is an important part of any project. Mr. Almand stated that he views the library project as one that will stand out among all of their projects. They have seen how alive and vital the library is for the community and they feel that the project is in line with them as a company. Their goal is to deliver a project that the community can be proud of, meets the requirements and falls within the budget. Mr. Almand stated there are two parts to the project and they have been awarded the first part during the design phase to ensure that the project meets the budget requirements. He also mentioned that they have looked at the temporary location at Thomas Jefferson Elementary School to see what the facility needs to be ready. Potentially they will complete the work under another contract currently in place with the city. They would work

to make the facility ready for a seamless move and would hope to start earlier than November 2019.

Mr. Peterson asked Centennial to talk about sustainable building design. Mr. Almand stated that we should all be good stewards of the Earth and they will look for ways to implement sustainable building design that fits within the budget. Mr. Almand said that will try to use as many recycled materials and products that are cost effective and energy efficient; he noted that these types of products are not always the most economical. Centennial will make sure that the product they deliver will meet the Board's requirements of the project first and if the Board requests more green materials/products they will work with the Architecture & Engineering firm to meet the budget. Mr. O'Neil explained that the library building is challenging due to its structure and existing mechanical systems, but there are many ways to implement LEED principles. He said that it is important to do the right thing for the building and occupants.

Mr. Almand added that last week there was a meeting with the project team about the LEED silver certification. Ms. Callahan said that they are designing to meet the goal of LEED Silver Certification but cannot guarantee they will get all the points. There are many factors involved such as water and energy use, materials, indoor environment, connection to daylight, air quality, lighting, etc. The City Environmental Program Coordinator Kate Walker is involved in the project and she stated that the City's goal is focused on energy and energy consumption. Therefore, energy usage is where the project might require spending more money. Mr. Callahan also added that for the LEED process, Centennial's role during construction will be to document sustainability and recycled content. Then they will submit the documents with the information to the USGBC to get the points. Ms. Callahan explained that it will be a challenge due to the age of the building and the change to LEED v4 (which is more stringent). Mr. Gernand commented that the change in LEED may be difficult to communicate to the public. She assured the Board that they will put all their effort into making the building sustainable no matter what level of certification.

Mr. DeLong raised the issue of the collection size and the Board's desire to maintain the current collection. He stated that the consultant's had made a recommendation to reduce the collection and presented supporting data at the last meeting. He is convinced that the library will have to reduce the collection and thinks that the Board has to come to a conclusion. Mr. DeLong stated that this will have to be considered in the design of the building. Mr. Gernand said that the Board will be discussing the issue later in the meeting.

Mr. Peterson asked what kind of materials and products they would be using to match the brick and slate roof. Mr. O'Neil mentioned that the architects will be working on it and Centennial will support them by providing sources. Centennial has worked with old building structures specifically in Old Town Alexandria; they will work with the architects on maintaing Colonial style of the building.

8. SCHEMATIC DESIGN PRESENTATION AND DISCUSSION

Ms. Callahan presented the updates in the schematic design layout. The changes that the architects have made are structural and have more of an effect on cost. Ms. Callahan oriented the Board to the current schematic design plans and then highlighted the changes. On the upper level the new family bathrooms were moved from being adjacent to the circulation staff area to the upper right near the existing toilets. This allows a slightly larger circulation staff area and more privacy for the bathrooms. The service point is now more centrally located and it will have four workstations including a self-checkout and quick print station. The desk will be staffed by a circulation and a

reference person. A door was added to the medium sized meeting room from the adult reading room and an emergency egress is being considered for the room, but has not been determined if it is necessary.

The biggest change in the lower level is the use of an electric traction elevator, instead of a hydraulic elevator. With that change, a mechanical room is no longer necessary and both of the family restrooms fit into the space near the elevator. Moving one of the family restrooms from the large meeting room space made the meeting room space more efficient. The staff and consultants have discussed removing the early literacy computer stations since there is not a lot of demand for them and instead, shifting the book shelves to make a nice corner area near the windows. There will be internet computers near the older school age children area. The Director mentioned in the teen area there will be plenty of outlets and seating as teens usually bring their own devices. Wi-Fi is available in the library and the number of outlets will increase to accommodate patrons bringing their own devices. She also added that the number of computers in the upper level will remain at ten computers. There will also be storage areas in the meeting rooms to keep chairs and tables. A sink will be in the large meeting room for Youth Services activities. The small meeting rooms can be used by tutors or for small group study.

Stroller parking can happen under the stairs, along the wall near the fiction area, or they can be put inside the small meeting rooms if available. Ms. Callahan suggested that depending on the size of the story time, there might be enough space for the strollers to be inside the large meeting room. The Director said that this will depend on the decision of the children's professional staff on how many kids will be in the room. Ms. Swiney asked if there is a possibility in having smaller rooms for two to four people for work. The possibility of smaller rooms was discussed including using partitions in the small and medium sized meeting rooms. Ms. Callahan felt that it would be difficult to carve out smaller rooms. Mr. Delong asked the Director to email to him the layouts and she replied that she would mail the layouts to all Board members.

Mr. Gernand recommended that due to time constraints the Board should start the discussion about the library collection size, and if there is more discussion about the layout design, they can discuss it afterwards. The collection size and shelving drives the design. The Board agreed.

Mr. Gernand commented that the library staff supports the recommendation from the library consultants to reduce the size of the library collection. The Director said that overall staff understands that the collection needs to be reduced to 110,800 items in order to bring the library building into ADA compliance. Staff are aware that it will be difficult but they recognize the need to reduce the collection. The analysis demonstrates the correlation between having a well weeded, curated, smaller size collection and an increase in circulation. The comparison analysis that the library consultants provided showed that libraries with a comparable circulation rate having a lower number of holdings, e.g. Culpeper Library has a similar circulation rate, however they have 78,665 items compared to our 144,000.

In the Director's experience as the Youth Services Supervisor, when she kept a collection weeded and curated the circulation increased. As a current example, the easy reader section of the children's collection has a turnover rate between 13-14 (meaning it circulated that many times during the year) and only 35% of the collection is on the shelf. Ms. Oppenheimer's first reaction was that she was finding it difficult to sell the library design to the public as having more space and less materials. Now she understands the philosophy that the books are being weeded based on their popularity and usage and it will improve the content and quality of the library's collection. It will require thoughtful

messaging to the public. The Director added that the biggest driver is to have a library that will be accessible to all people including being ADA compliant. Also, the Community and the Board requested having more public space including meeting space and programming space. The current library cannot meet those requirements and requests with only a small meeting room. There needs to be a balance between the active space and the size of the collection. In addition, staff has been increasing adult programming with success and space is necessary to continue providing these services. Having different programs at the library at the same time will benefit the community as well. Ms. Tysse agreed, she added that unfortunately when information about the project is delivered, people only read the headlines and not what it is below, which can make it difficult to communicate the full picture.

The Director emphasized that the recommended size for the collection when the renovated library opens should be approximately 110,000 items. While the library is in the temporary location, the collection size needs to be reduced even more. Currently and while the library is in the temporary location, new books will be ordered. When the library moves, some of them will go to storage and some to the temporary location. To prevent being oversized again, the collection size needs to be kept between 95,000 – 100,000 range as the library moves into the temporary location. The Board asked about how books are handled when being removed from the collection. The Director stated that as staff evaluates the collection and determines what to discard that some books will go into the library's book sale, some of them will go to Better World Books which sells, recycles, or donates books, and some will be recycled or donated to other charities by the library. In addition, the library receives donations and some of which are inappropriate to be passed to other people due to condition or age of content so they are recycled. With these actions, the optics may be that the library is throwing away good books, even though that is not what is happening. Mr. DeLong as a volunteer is a witness to the condition of these books. The Director encouraged the Board to think about the messaging to the public.

Ms. Swiney commented that if the renovation is not done, the building is still not ADA compliant and the City can be sued. The architect and consultants had informed the Board in prior conversations that if the current building was brought up to code the collection size would be approximately 80,000-90,000 items; with the expansion the collection would increase to approximately 110,000 items. She also added that there are enough data and solid arguments supporting the reduction of the collection. The library also needs more space and the trends of the libraries are changing; it is much more than only books. The Director said that the library staff is very careful on evaluating and selecting which books are removed from the collection. Mr. Peterson thinks that the ADA argument is valid. He also mentioned that there might be a new technology component to supplement the traditional collection, for example investing in devices and tablets for people to use in the library. Other options were cited that patrons can access including interlibrary loans and the e-collection. The Director stated that any new technology is an investment both of the budget and for IT support. Mr. Germand requested that the library staff look into all of the options that might be available to patrons both during the relocation and when the library moves into the new building.

Mr. Peterson also said that the Board is confident in how the library staff handles the weeding and the collection. He suggested using guidelines that patrons can refer to. The Director mentioned that about five years ago the Board adopted the Crew Manual of Weeding. This manual includes guidelines that people can look at i.e. book's relevance, condition, circulation usage etc. This manual is available in every library department and the Board can look at it. The Director explained that all selectors use lists with certain parameters (such as circulation rate, publication date, etc.) to help in evaluating for discarding.

Mr. DeLong also agreed that the data supports the need to reduce the collection. He suggested

publicizing that the library will not be taking donations while they are in the temporary location due to space limitations. The Director added that she and the Technical Services Supervisor Steve Ingeman who handles all the donations have been talking about how they will deal with donations. Mr. DeLong assured the Board that unfortunately some of the donations that the library receives are mildewed, torn, written in and in bad condition.

Upon a motion duly made and seconded, the Library Board agreed to change their conditions of the size of the collection to accommodate the ADA space requirements and keep the library collection at a level that it is consonant with the shelving space.

Mr. Peterson asked if the library addition is still 6,000 sq. ft. Ms. Callahan said that it is 6,600 sq. ft. Initially, the direction given to BKV was to maximize the amount of space that they can get within the setbacks. When they did that, they went over the 6,600 sq. ft. directive. Since that time they changed the parameters of the building slightly to allow for more generous setbacks for the streetscape. Ms. Tysse asked if they foresee all the meeting spaces used at the same time. The Director said that the size and the capacity of each one of the meeting rooms is different. The flexibility of dividing the meeting rooms and the different sizes will be useful to either programming, study, or to be used as workrooms. In the future, a meeting room policy will have to be developed and approved by the Board. Mr. O'Neil added that the flexibility of having different sizes of meeting rooms will offer an increase in service to the community. Especially if small meeting rooms are becoming very popular.

Mr. Peterson asked about the height of the ceiling in the adult reading space - if they will be lowered or will remain the same height. Ms. Callahan said that she has not discussed it with the architects, however it is likely that they will remain the same height and definitely not lower.

The Board then when into closed session.

9. CHANGES TO LIBRARY CODE OF CONDUCT POLICY

City Attorney Carol McCoskrie and the Board went into a closed session to discuss the memo that she sent to them.

GOING IN TIME: 8:35 P.M.

The Board move that the Mary Riley Styles Public Library Board of Trustees convene in closed meeting immediately, as permitted by Virginia Code Section 2.2-3711.A.8, for purposes of consultation with the City Attorney regarding specific legal matters requiring the provision of legal advice, specifically, the adoption of a revised library code of conduct.

COMING OUT TIME: 8:58 PM

The closed session is finished, Board reconvened in open meeting and a roll call vote was made on the following motion:

The Board moved that the members of the Mary Riley Styles Public Library Board of Trustees certify that, to each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under this chapter and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard,

discussed, or considered in that closed meeting.

A motion was then made regarding adopting the altered Library Code of Conduct policy.

Upon a motion duly made and seconded, the Library Board moved to a first reading of the altered library conduct policy changes including grammatical changes.

Mr. Peterson requested a roll call vote on the motion to adopt the altered Library Code of Conduct on its first reading:

ROLL CALL

Brad Gernand - Yes

Chet DeLong - Yes

Chrystie Swiney - No

Kathleen Tysse - Yes

Stephanie Oppenheimer - No

Jeff Peterson - No

The motion failed and there was no action taken. The Library Code of Conduct will remain the same. The issue can be raised at another time. The Library Director stated that there might be additional Library Code issues that the Board might want to consider that can be addressed at a future date. The Director also noted that the front door to the library remained open until the Board adjourned.

The Board thanked Ms. McCoskrie.

10. LIBRARY REPORT AND ANNOUNCEMENTS

No announcements

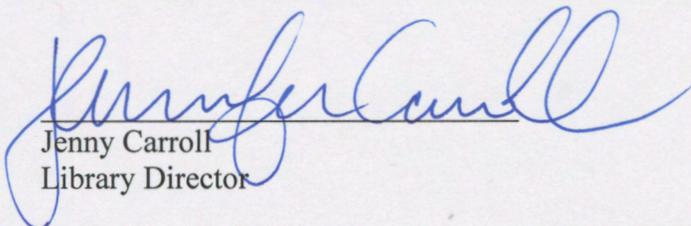
11. BUSINESS NOT ON THE AGENDA

None

12. ADJOURNMENT

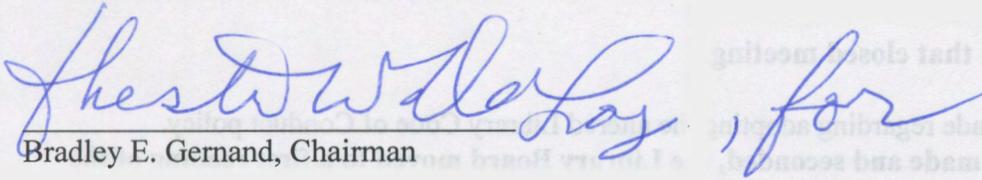
There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 9:03 p.m.

Respectfully submitted,



Jenny Carroll
Library Director

Approved:

 , for
Bradley E. Gernand, Chairman

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.

§ 15.2-915. Control of firearms; applicability to authorities and local governmental agencies

A. No locality shall adopt or enforce any ordinance, resolution or motion, as permitted by § 15.2-1425, and no agent of such locality shall take any administrative action, governing the purchase, possession, transfer, ownership, carrying, storage or transporting of firearms, ammunition, or components or combination thereof other than those expressly authorized by statute. For purposes of this section, a statute that does not refer to firearms, ammunition, or components or combination thereof, shall not be construed to provide express authorization.

Nothing in this section shall prohibit a locality from adopting workplace rules relating to terms and conditions of employment of the workforce. However, no locality shall adopt any workplace rule, other than for the purposes of a community services board or behavioral health authority as defined in § 37.2-100, that prevents an employee of that locality from storing at that locality's workplace a lawfully possessed firearm and ammunition in a locked private motor vehicle. Nothing in this section shall prohibit a law-enforcement officer, as defined in § 9.1-101, from acting within the scope of his duties.

The provisions of this section applicable to a locality shall also apply to any authority or to a local governmental entity, including a department or agency, but not including any local or regional jail, juvenile detention facility, or state-governed entity, department, or agency.

B. Any local ordinance, resolution or motion adopted prior to the effective date of this act governing the purchase, possession, transfer, ownership, carrying or transporting of firearms, ammunition, or components or combination thereof, other than those expressly authorized by statute, is invalid.

C. In addition to any other relief provided, the court may award reasonable attorney fees, expenses, and court costs to any person, group, or entity that prevails in an action challenging (i) an ordinance, resolution, or motion as being in conflict with this section or (ii) an administrative action taken in bad faith as being in conflict with this section.

D. For purposes of this section, "workplace" means "workplace of the locality."

1987, c. 629, § 15.1-29.15; 1988, c. 392; 1997, cc. 550, 587; 2002, c. 484; 2003, c. 943; 2004, cc. 837, 923; 2009, cc. 735, 772; 2012, c. 757.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.