

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: April 21, 2021

LOCATION: Meeting held via Microsoft Teams

1.- MEETING CALLED TO ORDER BY: Stephanie Oppenheimer at 7:04 PM

2.- 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

3.- ROLL CALL AND INTRODUCTION OF GUESTS

THOSE PRESENT:

<u>Library Board Members</u>
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> (tardy)
Ms. Chrystie Swiney: <u>✓</u>
Ms. Molly Novotny: <u>✓</u>

OTHERS PRESENT: Council Liaison Marybeth Connelly, CBC Youth Representatives Raissa Borges and Erin Tarpgaard. Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez. City Resident Paula Hawkins was present as well. Ms. Hawkins introduced herself, she is a library student and she is working on her master’s library science degree. She did a short internship at the library prior to COVID-19.

Planning Commission Member Rob Puentes not present.

TOPICS OF DISCUSSION:

4. RECEIPT OF PETITIONS

None

5.- APPROVAL OF FEBRUARY 25, 2021 MEETING MINUTES

Upon a motion duly made by Mr. Camp and seconded by Ms. Swiney, the Library Board approved the February 25, 2021 Virtual Meeting Minutes with minor changes.

ROLL CALL VOTE

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

6.- APPROVAL OF MARCH 17, 2021 MEETING MINUTES

Upon a motion duly made by Mr. Camp and seconded by Mr. Peterson, the Library Board approved the March 17, 2021 Virtual Meeting Minutes.

ROLL CALL VOTE

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

7.- LIBRARY PROJECT UPDATE

Ms. Carroll presented the project update since PM Lionel Millard was on leave.

Lower level

- 90% completed
- Flooring and doors key card access in progress
- Elevator will be arriving to site on April 27
- Final paint will begin the week of April 27th. Photos will be available soon on the library's website.
- Partial ceiling closing was completed on April 19th
- Window sills completed

Main level

- 80% completed
- Installation of security cameras will start
- Trim and chair rails work in progress

- Dropping sprinkler heads finished
- Light fixture installation 50% completed
- Window sills completed
- Diffusers, registers and grilles have been installed

Exterior

- Existing flat roof overlay completed
- DAS antenna completed
- RTU for the HVAC gas line hook-up is completed
- Curb and gutter work completed
- Footings for knee wall and ADA ramp completed
- Low voltage underground utility and hand holds completed

Substantial completion is still set for May 29 and June 29 for final completion. It is anticipated to take four weeks to move back into the building with an opening date tentatively for the end of July.

Mr. Peterson informed the Board that he had conversations with the City Arborist Charles Prince and PM Millard about enhancing trees on the east side of the library building including some native trees.

8.- LIBRARY REPORT AND ANNOUNCEMENTS

a) NEW LIBRARY OPENING PLAN

The Director presented a power point presentation of the new building opening plan including moving back into the building. The metrics/criteria considered when opening include: CDC/VDH/Governor guidelines, State key indicators and City input, benchmarking data from local jurisdictions, best practices, and vaccine data especially for staff. The Director reviewed current information and data under each of the criteria.

There was a question about the occupancy capacity for the new building. Ms. Carroll stated that she doesn't have the maximum occupancy for the meeting and study rooms. However, the occupancy for the main level is 200 persons and 300 for the lower level. According to the State guidelines, during COVID-19 restrictions, the 30% requirement for occupancy would be 150 persons for the whole library building. There will be a thermal door counter installed in the new library.

Ms. Carroll presented phases for services and programs with flexibility built-in depending on COVID-19. She also presented safety measures that will be considered for staff and patrons. Ms. Carroll showed options for the library floor plan to provide services if there are restrictions due to COVID-19. The plan was developed with BKV group architectural staff and the library Management Team. The plan included patron flow on both main and lower levels, signage, seating areas with alternatives for social distancing.

Ms. Swiney suggested having a festive celebration for the reopening including ribbon cutting and balloons. The Director stated that Jess Borchetta is the point person for library staff and will be reaching out to Ms. Oppenheimer and the Foundation for assistance. The celebration will be organized based on COVID-19 restrictions that might apply during that date.

The Board asked questions about the hours for the new building. At this time, Ms. Carroll brought the Library Hours, Closures, and Holidays policy to the Board. The Director presented a proposal to change the library operation hours to: Monday through Friday from 10am to 9pm, Saturdays from 10am to 6pm, and Sundays from 1pm to 6pm. Hours proposed might be adjusted depending on COVID-19 restrictions. Staff completed through research for this proposal including surveying Virginia Library Directors on past and current hours, reviewing past library user surveys, and reviewing libraries in other jurisdictions closest to MRSPL. The proposed changes add an extra hour to the 64-hour schedule pre-COVID, add hours to Wednesday to open at 10am instead of 1pm, and add one hour in the evenings Friday – Sunday from 5pm-6pm. The library Management Team is recommending the change and library staff are supportive of the proposed hours.

One of the priorities for changing hours was to make hours consistent and easier for the public to remember. Billette Ripy, Circulation Supervisor, reviewed circulation data from 2019. The data showed low checkout traffic in the mornings from 9am to 10am. The data also showed low checkouts during evening hours after 7pm, however the library Management Team felt that the use of conference rooms and teen/adult programming would be affected by closing at 8pm.

The Board had a rigorous discussion regarding the proposed change in operating hours. There were suggestions of extending the hours on Sunday mornings, and keeping the early opening at 9am for young families with preschool age children. Ms. Carroll mentioned that early mornings are very quiet at the library little foot traffic or checkouts. Ms. Carroll noted that in order to open more than 65 hours, the library will need additional staff and funding, which was not requested in the FY2022 budget.

The Board expressed that changing hours is a big decision and they were not ready to vote on this proposal. They suggested asking Council for funds to cover the additional staff before making a decision on changing hours. There was a suggestion on doing a survey to have Community input.

Ms. Oppenheimer proposed having 3 different 65-hour schedule options, including staff recommendations and present them either to the Community, Council or the library Board. There was a suggestion to think about future years in terms of how many hours the library needs to be open and the number of staff required to make that happen. The Board requested the item be placed on the May agenda for discussion.

b) BOARD APPOINTEES – JUNE EXPIRATIONS

Mr. Don Camp and Ms. Kathleen Tysse service terms are to expire by June 30, 2021. Mr. Camp informed the Board that after serving for 20 years on the Library Board he will be stepping down. He will continue being a member of the Library Foundation. Ms. Tysse will be

reapplying for another term. Ms. Carroll encouraged the Board to make suggestions if they know somebody who is interested in being a Library Board member, and to keep diversity in mind.

9.- LIBRARY FOUNDATION REPORT

Ms. Tysse informed the Board that the Foundation funded the celebration of National Library Week including gift cards and goodies for the staff. Ms. Tysse discussed the Foundation initiative “*Little City Book Share*”. This program distributes books to families in need through the school system food program. Up to 30 families were able to browse for books during the Friday food distribution at the schools. Ms. Tysse thanked Ms. Carroll for all the help and support for this program. Ms. Tysse mentioned that she will be collecting used books that people have in their house and would like to donate.

Mr. Camp appreciated all the work and effort that Ms. Tysse is putting into these programs. Mr. Camp asked the Board for recommendations of people Board members may know to volunteer to assist with the new Corporate Sponsor Program. This could be an important program for the library in future years.

10.- COUNCIL LIAISON REPORT

- Council is finishing up the current budget cycle. They will vote on the final budget on Monday, April 26 Council session. The unmet needs requested from the library Director will be approved.
- The American Rescue Plan Act for 2021 (ARPA) will provide federal funds to the City. The estimate is \$3.1M, however the final amount will not be known until after the FY2022 budget is approved.
- Regarding the discussion of library operation hours, Ms. Connelly mentioned that Council would want to know how much it would cost to add four more hours to the schedule and the Board to make that proposal. Funds may be available during the current fiscal year to address a need.
- Planning is working on a new development process that asks for Board/Commission input earlier in the process.
- The Arts and Humanities Council proposed adding historical portraits in the Council Chambers. Suggestions included were educator Mattie Gundry and former Council member Freddie Foote from the 1800s or a mural of important living people in Falls Church.
- The Gateway Project is in progress; the old high school building is being demolished. The site plan may be approved by May/June 2021.
- In parallel with the library reopening, there have been conversations on how staff will return to work in City Hall.

- Ms. Connelly encouraged the Board to attend the Women’s History Walk on Sunday May 2.

11.- ARTS AND HUMANITIES COUNCIL REPORT

No report. Ms. Swiney won’t be able to attend these meetings. However, she offered to read the meeting minutes and report to the Board discussions pertaining to the library. The Board agreed to the proposal and will revisit as necessary.

12.- CBC YOUTH REPRESENTATIVE REPORT

Ms. Tarpgaard presented her school personal project in which she created a website for teens about the importance of reading and increasing empathy. She emphasized the benefits of reading and included steps to take to encourage interest in reading.

The website includes book recommendations with book descriptions, a section about empathy and how reading helps to increase empathy in teenagers. The website has an interview with Ms. Laura Miller who is a Youth Services Librarian at the MRSPL regarding empathy. Ms. Tarpgaard included her experience as a youth representative at the Library Board, and posted tips on her website on how to make the most of the library. She thanked the Library Board for providing her the experience of learning more about her favorite place.

Ms. Tysse congratulated Ms. Tarpgaard for her project and for being nominated as a Young Woman in Action. Ms. Tarpgaard will be part of the celebration at the Women’s History Walk. She was also congratulated by other Board members and Council Member Connelly.

13.- LIBRARY POLICIES TO DISCARD – ALA LIBRARY BILL OF RIGHTS/INTERPRETATIONS/OTHER RELEVANT ALA POSITION STATEMENTS; MATERIALS SELECTION; LOAN OF REFERENCE MATERIALS; BOOK CLUB TO GO KITS; CODE OF CONDUCT

The Director explained to the Board that these policies are either being superseded by new versions or have been incorporated into an updated policy. The ALA Library Bill of Rights policy is incorporated into the Collection Management policy (formerly the Materials Selection policy). The Loan of Reference Materials and Book Club to Go Kits policies have been incorporated into the Circulation of Library Materials policy. And the Code of Conduct has been updated to the Library Behavior Guidelines policy.

Upon a motion duly made by Mr. Peterson and seconded by Mr. Camp, the Library Board approved to discard these policies.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Jeff Peterson **AYE**

Mr. Patrick Cronin **AYE**

Mr. Don Camp **AYE**

Ms. Kathleen Tysse AYE
Ms. Chrystie Swiney AYE
Ms. Molly Novotny AYE

13.- LIBRARY POLICIES TO APPROVE – LIBRARY HOURS, HOLIDAYS, AND CLOSURES 1ST READING; COLLECTION MANAGEMENT 1ST READING; CIRCULATION OF LIBRARY MATERIALS 1ST READING; LIBRARY BEHAVIOR GUIDELINES 1ST READING

Ms. Carroll mentioned that the Library Hours, Holidays and Closures 1st reading policy will be included in May’s Board meeting after the previous discussion and won’t be voted on in this meeting.

She explained to the Board the changes and additions to all these policies and how the information was incorporated from the discarded policies above. Staff also worked on research with other libraries’ policies to collect information

As for the Collection Management policy, Mr. Camp asked if the language used in the policy is plain language from the ALA, or if it is the same language that has always been used. Ms. Carroll noted that some language is from older policies and some are from policies from other jurisdictions. A new addition is the section on diversity, equity and inclusion.

Upon a motion duly made by Mr. Peterson and seconded by Ms. Swiney, the Library Board approved the Collection Management on its 1st reading.

ROLL CALL VOTE

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

Upon a motion duly made by Ms. Novotny and seconded by Mr. Peterson, the Library Board approved the Circulation of Library Materials policy on its 1st reading.

ROLL CALL VOTE

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

Ms. Molly Novotny AYE

Upon a motion duly made by Ms. Novotny and seconded by Mr. Camp, the Library Board approved the Library Behavior Guidelines policy on its 1st reading.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer AYE

Mr. Jeff Peterson AYE

Mr. Patrick Cronin AYE

Mr. Don Camp AYE

Ms. Kathleen Tysse AYE

Ms. Chrystie Swiney AYE

Ms. Molly Novotny AYE

14.- EQUITY DSCUSSION – CITY COUNCIL WORK PLAN

Ms. Carroll presented a Powerpoint on the City Council work plan request to Boards and Commissions focusing on equity. The library project is included as part of the work plan and it is expected to be completed in FY2022. The work plan included questions to consider when reviewing the policies and services for equity. Ms. Carroll included some areas of focus including strategies to meet racial equity. She provided recommendations for the Board to consider and to stimulate discussion. Training would be considered for staff, liaisons and Boards and Commissions. The work plan is a long process of continuing conversations.

Ms. Oppenheimer will ask Ms. Connelly about what are Council's expectations from the Library Board regarding the work plan and she will report back to the Board.

15.- BUSINESS NOT ON THE AGENDA

None

16.- ADJOURNMENT

Upon a motion duly made by Mr. Cronin and seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 9:11 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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