

**MINUTES OF LIBRARY BOARD MEETING**

**PURPOSE OF MEETING:** Regular Library Board Meeting

**DATE OF MEETING:** May 19, 2021

**LOCATION:** Meeting held via Microsoft Teams

**1.- MEETING CALLED TO ORDER BY:** Jeff Peterson 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](http://www.fallschurchva.gov/362/Library-Board-of-Trustees)

**3.- ROLL CALL AND INTRODUCTION OF GUESTS**

**THOSE PRESENT:**

<p><b><u>Library Board Members</u></b></p> <p>Ms. Stephanie Oppenheimer: <u>(joined the meeting at 8:27 pm)</u></p> <p>Mr. Jeff Peterson: <u>✓</u></p> <p>Mr. Patrick Cronin: <u>✓</u></p> <p>Mr. Don Camp: <u>✓</u></p> <p>Ms. Kathleen Tysse: <u>Absent</u></p> <p>Ms. Chrystie Swiney: <u>✓</u></p> <p>Ms. Molly Novotny: <u>✓</u></p>
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**OTHERS PRESENT:** Council Liaison Marybeth Connelly, CBC Youth Representatives Raissa Borges and Erin Tarpgaard. Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez and City Resident Janis Johnson was present as well. Ms. Johnson introduced herself. She expressed her excitement for applying to be a library Board Trustee. Ms. Carroll noted that Ms. Johnson was the Chair of the City’s Use of Force Committee.

Planning Commission Member Rob Puentes was not present.

Mr. Peterson lead the meeting since Ms. Oppenheimer was going to join the meeting late.

**TOPICS OF DISCUSSION:**

**4. RECEIPT OF PETITIONS**

Ms. Carroll mentioned that she received an email with power point presentation from the Fairfax County Library Director Jessica Hudson regarding working on regional eBook advocacy.

The Fairfax Library Board created a subcommittee interested in examining trends in eBooks in libraries, barriers to public usage and licensing limitations. They are also interested in reviewing and assessing local, State, and National advocacy, including legislative measures and developing a plan.

Ms. Carroll asked the Board if they wanted to create a subcommittee on this issue. The consensus was that the Board is small and the full complement should participate in such a discussion. Ms. Carroll stated that she would forward the email and power point from Fairfax and talk with Ms. Hudson about next steps.

## **5.- APPROVAL OF APRIL 21, 2021 MEETING MINUTES**

**Upon a motion duly made by Mr. Camp and seconded by Ms. Swiney, the Library Board approved the April 21, 2021 Virtual Meeting Minutes with minor changes.**

### **ROLL CALL VOTE**

Mr. Jeff Peterson **AYE**

Mr. Patrick Cronin **AYE**

Ms. Chrystie Swiney **AYE**

Ms. Molly Novotny **AYE**

Mr. Don Camp **AYE**

## **6.- LIBRARY PROJECT UPDATE**

Mr. Millard presented his report to the Board:

- Exterior work is in progress, including paving and sidewalks. Brick pavers had been delivered. After this work is done, the landscape work will start.
- The interior is almost completed aside from flooring. Hardware is being installed including TVs and AV equipment. Light fixtures in the stairwell are being installed.
- The storefront doors will be delivered this week.
- There were issues with the bathroom tiles which have been resolved.
- May 29 is the current date for final substantial completion. However, there have been some issues that may result in addition of time to the substantial completion date. Mr. Millard has not finalized the negotiations.
- The staff furniture is expected to arrive on June 7 and the shelving/public furniture is expected to arrive on June 21.
- Tomorrow, Management Team will be having a tour of the building.
- The budget is healthy; following heavy spending during the last month.

- Paving on the alley will start in two weeks and the fence at the alley property line will be moved after finishing the concrete work.

Ms. Novotny asked if there were any red flags that the Board needed to be aware of. Mr. Millard mentioned that there were some issues on the ceiling close-in and the plenum space above the local history room, adult reading room and upper level meeting room according to the building officials. He is currently working with BKV and Centennial to resolve. The elevator is 75% done and will be ready for inspection before the furniture arrives. The remaining windows will be arriving soon.

There was a question about Mr. Millard's overall assessment of Centennial's work on the project. Mr. Millard expressed that he is pleased with their work, especially after being in the middle of a pandemic and having some issues with the manufacturers.

Ms. Carroll commented that there is not a specific date to reopen the library however, it will tentatively be around the end of July. Ms. Borchetta is organizing the ribbon cutting opening event and a grand opening to be in September/October when more people should be back in town and COVID restrictions might be further reduced. Ms. Carroll is working on the wording and names that will be included on a plaque to dedicate the renovated library opening. She is considering including current and former library trustees that were part of the library project. Council members will be included as well. Ms. Connelly offered to provide to Ms. Carroll with information about plaque vendors.

## **7.- LIBRARY REPORT AND ANNOUNCEMENTS**

Circulation Supervisor Billette Ripy developed a Technology Plan with input from the library Management Team. Ms. Carroll presented the outline which includes the mission statement, goals and objectives, and the current and projected technology inventory snapshot, including a replacement schedule, training, budget and the evaluation process. The purpose of the technology plan is to be strategic in planning, evaluating and tracking equipment and technology related services (such as lending devices including laptop loaners and check out hot spots).

Mr. Camp suggested including improving the mobile website and if it's possible, having an independent website from the City's website. Ms. Carroll noted that this might result in a future budget request to Council.

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

- Council reduced the tax rate in April and approved the FY22 budget.
- There is not yet an established amount from the American Rescue Plan for the City. Assistant City Manager Cindy Mester is working on a plan and provides Council with updates on this process. Council is having conversations on how the funds will be used and what parameters and priorities will be followed. They are considering using the funds for recovery due to lost revenue, stormwater and other investment projects.

- On June 7, there will be a Council Work Session to discuss the Social Justice recommendations provided by Boards and Commissions.
- Council is having conversations about the City's return to work in City facilities and starting in-person meetings. Council wants to make sure that online meetings are still accessible for people who cannot attend in person. The State passed an ordinance on how many meetings are allowed to be held virtually. City Clerk Celeste Heath is working on putting together all the information and will provide it to Boards and Commissions.

**9.- LIBRARY POLICY TO APPROVE AND DISCUSSION – LIBRARY HOURS, CLOSURES, HOLIDAYS (1<sup>ST</sup> READING)**

Ms. Carroll sent an email to the Board which included the information about how Management Team arrived at the recommendation for the new library hours. She also included the suggestion from Ms. Novotny. Ms. Carroll mentioned that library hours should not have been included in this policy. The library hours are an operational decision. This topic can be brought to the Board for discussion and the decision is ultimately made by the Director. Ms. Carroll asked the Board to amend the policy by removing the library hours. She suggested that the policy only cover library closures and holidays.

She explained that the library closures and holidays are defined by the City's regulations and Council approves it. In addition to the City's holidays, the library observes some closures which are not considered part of the City holiday schedule. Mr. Camp suggested including library closures and holidays as procedures and not as a policy.

**Upon a motion duly made by Mr. Camp and seconded by Ms. Swiney, the Library Board approved to discard the 2004 Policy for Library Closures and Holidays on the grounds that is more a procedure than a policy.**

**ROLL CALL VOTE**

Mr. Jeff Peterson **AYE**  
 Mr. Patrick Cronin **AYE**  
 Ms. Chrystie Swiney **AYE**  
 Ms. Molly Novotny **AYE**  
 Mr. Don Camp **AYE**

There was a discussion regarding the recommended library hours. Ms. Novotny's proposal was to open Monday through Thursday from 10am-9pm and Fridays through Sundays from 11am-6pm. The option that Management Team suggested was opening Monday through Thursday from 10am-9pm, and Fridays and Saturdays from 10am-6pm and Sundays from 1pm-6pm.

Ms. Carroll expressed Management Team concerns about opening Friday through Sunday at 11 am. This schedule would impact story time on Fridays and performers on Saturdays. The data shows the highest use for checkouts are on Saturday and Sunday from 4pm to 5pm, and people start coming into the library at 10am to attend children's programming and

there is a significant jump in check-outs at that time. Opening on Sunday morning would be challenging to schedule staff to cover the service desks during the week and weekends and Saturday programming.

Mr. Camp commented that Ms. Novotny's suggestion was a good option. However, Ms. Carroll made a good case for the recommended new library hours which are a substantial improvement over the current schedule. He proposed to the Board to revise it in 2023 with the possibility of adding additional hours similar to what was in 2010 (68 hours). Ms. Carroll suggested also focusing on the staffing required to actualize desired programs and service within the 64-hour schedule. Increased staffing would be required as well as a request to increase the library budget, in order to provide additional services to the community. Mr. Cronin suggested running the recommended hours for as long as possible and contrast with the data used to create the recommendation from Management Team.

The Board supported the Director's and Management Team's recommendation for the new library hours to be effective once the new library building opens to the public.

#### **10.- LIBRARY POLICIES TO APPROVE (2<sup>ND</sup> READING) – COLLECTION MANAGEMENT, CIRCULATION OF LIBRARY MATERIALS, LIBRARY BEHAVIOR GUIDELINES.**

Ms. Carroll gave a quick overview of the policies approved by the Board on its first reading. She also clarified to the Board the fees schedule which is an attachment of the Circulation of Library Materials.

**Upon a motion duly made by Mr. Camp and seconded by Mr. Cronin, the Library Board adopted the Collection Management Policy on its 2<sup>nd</sup> reading.**

#### **ROLL CALL VOTE**

Mr. Jeff Peterson **AYE**  
Mr. Patrick Cronin **AYE**  
Ms. Chrystie Swiney **AYE**  
Ms. Molly Novotny **AYE**  
Mr. Don Camp **AYE**

**Upon a motion duly made by Ms. Camp and seconded by Ms. Novotny, the Library Board adopted the Circulation of Library Materials Policy on its 2<sup>nd</sup> reading.**

Ms. Novotny asked about the scanning and shipping/handling charges. Ms. Carroll stated that the scanning charges are for the Local History Room which uses a different scanner with a different resolution than the Xerox copier. As for the shipping and handling charges, she will investigate and provide the information to the Board.

#### **ROLL CALL VOTE**

Mr. Jeff Peterson **AYE**  
Mr. Patrick Cronin **AYE**  
Ms. Chrystie Swiney **AYE**

Ms. Molly Novotny AYE  
Mr. Don Camp AYE

**Upon a motion duly made by Mr. Cronin, and seconded by Ms. Swiney, the Library Board approved the Library Behavior Guidelines policy on its 2<sup>nd</sup> reading.**

Ms. Novotny suggested reviewing Unattended Children Policy, especially for middle school students being able to be by themselves in the library.

**ROLL CALL VOTE**

Mr. Jeff Peterson AYE  
Mr. Patrick Cronin AYE  
Ms. Chrystie Swiney AYE  
Ms. Molly Novotny AYE  
Mr. Don Camp AYE

**11.- EQUITY DISCUSSION – CITY COUNCIL WORK PLAN**

The Board discussed the request from Council outlined in their letter to Boards and Commissions and summarized in the power point presentation from the Director. The presentation also included suggested areas for the Board to focus on and possible recommendations. The due date for Boards and Commissions to provide feedback is next week. Ms. Connelly stated that the equity review was in part inspired by the work that the library Board has already completed (e.g. elimination of overdue fines). She recommended a memo or bulleted list of recommendations including what the Board and staff are already doing, the focus on programs and collections, and look at who we are serving. The Board requested information about demographics for both the City and the surrounding jurisdiction of Fairfax. Ms. Carroll suggested that equity be folded into the Five Year Plan (Strategic Plan) and community outreach be part of the process. Ms. Swiney suggested including tangible objective things that can be measurable to enhance equity; for example, 10% of programs target minorities.

**Upon a motion duly made by Mr. Camp, and seconded by Ms. Oppenheimer, the Library Board proposed a resolution for the Director to receive input from library staff and Board members subsequent to this meeting to have a more detailed presentation of options and measures for consideration and discussion by the Board at the June meeting; and that the Director would present the report to Council for the June 7<sup>th</sup> work session.**

**ROLL CALL VOTE**

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

## **12.- LIBRARY FOUNDATION REPORT**

- Preservation Biscuit Company on 102 E Fairfax St. is doing a Fundraiser for the Foundation from May 26 through May 30. They will donate \$1.00 to the Library Foundation for every PBC biscuit.
- The Foundation is looking at ways to fundraise the opening of the new library.

## **13.- ARTS AND HUMANITIES COUNCIL REPORT**

No report. Ms. Swiney stated there was nothing relevant to the library. The AHC talked about the portraits that will be in City Hall and the different people that could be featured. Also there was some discussion about Founders Row. Tomorrow's meeting was cancelled.

## **14.- CBC YOUTH REPRESENTATIVE REPORT**

Ms. Borges is part of the school podcast club, and she was invited to do a book podcast section where she and another student talk about books. Initially, it will be 6 minute episodes. Ms. Borges explained the dynamic of the podcasts. She invited Board members to be part of the podcast. Ms. Carroll will ask Circulation Supervisor Billette Ripy who does podcasts for adults to contact Ms. Borges and share her input. The Board congratulated Ms. Borges and thought the project was a great idea, stating that it helps connect teens with the library. There was a suggestion to interview the library Director. Ms. Borges is open to ideas.

## **15.- BUSINESS NOT ON THE AGENDA**

There was a question from Ms. Novotny about how the library became a sponsor in the Zoom program with Ed Henderson about school education. Ms. Carroll will ask Librarian Pete Sullivan since he is the one who conducted the program. This might help the discussion about equity.

## **16.- ADJOURNMENT**

**Upon a motion duly made by Mr. Camp and seconded by Ms. Oppenheimer, the Library Board voted unanimously to adjourn the meeting at 9:09 PM.**

Respectfully submitted,

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Jenny Carroll  
Library Director

Approved:

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Stephanie Oppenheimer, Chairperson

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

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