

**MINUTES OF LIBRARY BOARD MEETING**

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

**DATE OF MEETING:** February 9, 2022

**LOCATION:** Meeting held via Microsoft Teams

**1.- MEETING CALLED TO ORDER BY:** Stephanie Oppenheimer at 7:00 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>✓</u> Mr. Jeff Peterson: <u>✓</u> Ms. Chrystie Swiney: <u>✓</u> Ms. Kathleen Tysse: <u>✓</u> Ms. Molly Novotny: <u>✓</u> Ms. Janice Johnson: <u>✓</u> Mr. Patrick Cronin: <u>✓</u></p>
--

**OTHERS PRESENT:** School Board Liaison Sue Dimock, CBC Youth Representatives Raissa Borges and Erin Tarpgaard. Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez. City Resident Bizzy Bracken was present as well.

Ms. Oppenheimer welcomed School Board Liaison Ms. Dimock. Ms. Oppenheimer remarked the importance of reinforcing the partnership and relationships between the schools and the library.

**TOPICS OF DISCUSSION:**

**4.- RECEIPT OF PETITIONS**

None

## 5. APPROVAL OF JANUARY 19, 2022 MEETING MINUTES

Upon a motion duly made by Ms. Swiney and seconded by Ms. Novotny, the Library Board approved the January 19, 2022 Meeting Minutes.

### ROLL CALL VOTE

Ms. Stephanie Oppenheimer **Abstained**

Ms. Chrystie Swiney **AYE**

Ms. Molly Novotny **AYE**

Ms. Janis Johnson **AYE**

Ms. Kathleen Tysse **AYE**

Mr. Patrick Cronin **AYE**

Mr. Jeff Peterson **AYE**

## 6.- LIBRARY REPORT AND ANNOUNCEMENTS

- Councilwoman Marybeth Connelly will continue to be the library's Council Liaison.
- February Programs:
  - African American Genealogy on Feb 23
  - Little City Reads instant access title – Harlem Shuffle
  - Black History Month reading lists in Overdrive
  - Winter Read Aloud Program - The Library Foundation will donate \$1 for each hour read to Homestretch
- The Library will be closed on February 21 for President's Day Holiday.
- On March 9<sup>th</sup> the library will open at 12:00pm due to staff training/meeting
- From the City's underspent funds, the library received funding for a strategic planning consultant. The Director is working on the scope of work and procurement.
- The website redesign is moving forward. A vendor has been selected and the financial process is being completed.

One of the top goals for having the website re-design is to have all in one service with a clean, simple, and mobile friendly design that is easier for patrons to navigate. The library calendar will be integrated as well.

### LIBRARY PROJECT UPDATE

- Commissioning has been completed and waiting on a final report.
- A small punch list of items remain such as: touch up paint, stair tread touch ups etc.
- Some of the new fence panels for the bio-retention pond were received and waiting for the remaining order.
- A PO has been issued for the installation of the new kitchen cabinets in the staff lounge.
- Developing a scope of work for a contractor for additional items such as: dumpster enclosure, new outlets and security cameras.
- PM Lionel Millard will begin releasing the retainage once he receives the Commissioning report.

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

- The quality for some of the t-shirts that the Foundation sold has been very low and the color is not washing well. The vendor is willing to replace those t-shirts. There has not been any feedback from the community.
- The Foundation has 110 new donors and received over \$8,000 in donations. Ms. Jess Sabo thanked the Board for providing new contacts. She will provide a report to the Board next meeting.

Ms. Oppenheimer proposed having a new item on the agenda for the School Board Liaison Report moving forward.

Ms. Dimock was very pleased to be part of the library as a Liaison. She informed the Board that the School Board is working on the FY2023 budget as well. Ms. Carroll will schedule a library tour for Ms. Dimock.

The City's Appointments Committee is meeting tonight and will interview Ms. Bizzy Bracken who is an applicant for the library Board vacancy.

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

No report.

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

This council is working on a strategic plan and a SWOT analysis to try to understand their identity, goals, strengths, funding etc.

## **10.- FY2023 BUDGET PRESENTATION AND DISCUSSION**

The Director presented the FY2023 Budget, which included the Budget guidance provided by Council and the City Manager. The guidance prioritizes compensation increases for current staffing levels and instructs the Director to hold other operating costs to zero growth. Ms. Carroll presented and explained the library's priorities for operating and compensation expenditures. She also presented a Staffing Analysis that was completed by Management Team which showed a comparison for the staffing required to open the library with 59 hours a week vs 64 hours a week. Ms. Carroll presented the unmet needs which included the request of additional funds for temporary salaries and benefits and new Full-Time Equivalent (FTE) positions required.

There was a long discussion about presenting a realistic assessment of the current understaffing. The Board unanimously supported the Director on submitting a budget that is consistent with the guidance to cover the staffing requirements which will result in reducing the number of open hours to 54. There was a suggestion on enhancing the Staffing Analysis slide to make it more clear when presented to Council.

**Upon a motion duly made by Mr. Peterson and seconded by Ms. Novotny, the Library Board moved to endorse the library Director in providing the FY2023 budget to the City Manager consistent with the guidance, with funding at current staff levels as required for 54 hours and with the staffing analysis elements described in the presentation tonight. And that the Board also endorses the FY2023 unmet needs as described at a total of \$386,449; including the Board's strong recommendation that the Council provide the unmet needs as being critical to sustaining the hours and maintaining the high quality of the library.**

There was a remark from the Board that the principal purpose of the unmet needs request is to provide staffing support to sustain a 59-hour schedule.

#### **ROLL CALL VOTE**

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

#### **11.- ONE CITY CENTER COMMENT LETTER REVIEW AND DISCUSSION**

The Board discussed and analyzed the conditions of the contributions for the Voluntary Concessions that the One City Center developer presented to the Board, and compared with the Founders Row II project VCs.

**Upon a motion duly made by Mr. Peterson and seconded by Ms. Swiney, the Library Board approved to proceed with the One City Center letter as drafted.**

#### **ROLL CALL VOTE**

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

#### **12.- EQUITY DISCUSSION**

There was a discussion of whether this agenda item should be kept or should be included as part of the Library Announcements agenda item. The Board agreed to keep it as a separate

item, and rename it: *Ongoing Equity and Diversity Discussion*. There was a suggestion to cross-program with the August Tinner Hill Music Festival.

The Director informed the Board that staff explored collection equity and diversity audit vendors and have decided to implement an on-going collection assessment with the current book vendor. The cost for this service is covered in FY2023.

**13.- BUSINESS NOT ON THE AGENDA**

Ms. Carroll mentioned that if the Board meets in person at the library, the meeting time will change to 6pm-8pm due to the change in schedule.

**14.- ADJOURNMENT**

**Upon a motion duly made by Ms. Tysse and seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 8:58 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

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.