

**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
January 18, 2023

This meeting was recorded. All members of the public may view this video of this meeting on the City's website at <http://www.fallschurchva.gov/webcasts>

1. CALL TO ORDER

Chairperson Jeff Peterson called the meeting to order at 6:00 p.m.

ROLL CALL AND INTRODUCTION OF GUESTS

The following Board members attended the meeting, exceptions noted:

Bizzy Bracken
Patrick Cronin
Janis Johnson – tardy; electronic participation
Jessie Labukas
Jeff Peterson
Molly Novotny
Elise Stein

During the discussion of the Strategic Plan, Ms. Janis Johnson joined the meeting virtually. Ms. Johnson stated that she was out of town to assist a seriously ill elderly family member.

Upon a motion duly made by Ms. Novotny and seconded by Ms. Bracken, the Library Board unanimously moved to allow Ms. Johnson to participate at tonight's Board meeting by Microsoft Teams under the resolution adopting the policy for electronic participation in meetings.

Others present for the meeting included: Consultants from ReThinking Libraries Rob Cullin, Janet Nelson and Randy Maxey. Also present Council Liaison Marybeth Connelly and School Liaison Sue Dimock, Library Foundation Chair Jess Sabo, Library Director Jenny Carroll and Sr. Administrative Assistant Claudia Gutierrez.

2. APPROVAL OF DECEMBER 14, 2022 MEETING MINUTES

Upon a motion duly made by Ms. Stein and seconded by Ms. Bracken, the Library Board approved the December 14, 2022 Meeting Minutes.

3. LIBRARY REPORT AND ANNOUNCEMENTS

No Announcements

4. DISCUSSION OF DRAFT STRATEGIC PLAN

ReThinking Libraries Consultants presented the Strategic Plan draft which was the result of the conversations and input from the participants during the November 15, 2023 Strategic Planning Retreat, community focus groups, and the survey. The draft contains focus areas, outcomes, objectives and initiatives to continue and improve the high-level of service to the community. The draft also includes updated Mission, Vision and Values representing the philosophy of the library. There was a discussion about the content and suggestions and changes made to wording. There was a discussion about staff increase and library hours. A suggestion was made to create a staffing fact sheet to show data through the years as a reference to gain support.

Mr. Peterson encouraged the Board to continue looking closely at the draft and to provide any feedback if necessary. The amended draft will be sent to the Board and to the retreat participants. The Strategic Plan will be adopted by the Board at the March 15 meeting. The retreat participants will be invited to attend the March Board meeting. They are welcome to make any comments either in person or via email.

Mr. Peterson moved agenda item 7 up, since Ms. Connelly was leaving the meeting early.

7. COUNCIL REPORT

- There are still ongoing conversations about the T-Zones proposal and waiting on Planning Commission comments.
- Tomorrow Council will be participating in the VML (Virginia Municipal League) Day in Richmond and they will meet with the general assembly representatives.

5. FY2024 BUDGET DISCUSSION

The Director presented a preview of the FY2024 budget including the general timeline, City Manager guidance, operating costs, staffing information including a detailed graphic of staff tasks, and library hours options. Ms. Carroll pointed out the electrical cost increase - kilowatt hour usage has increased by 80% from the period of September 2021 to December 2021 when compared to the usage during the same time period in 2022. Dominion will send a technician to look at the meter and Project Manager Lionel Millard will also evaluate on the library end to see if there is an issue. During the February 15 Board meeting, Ms. Carroll will present the completed budget for the Board's adoption.

The Director noted that the Foundation currently provides funds for VOX books and adult programming. Of note in programming there are 70 people registered, with a wait list of 12, for the Elle Cosimano author event on Sunday, January 29th, which is a record number for attendance at any adult event at the library.

6. LIBRARY FOUNDATION REPORT

- The Foundation Annual Campaign is still on. Ms. Sabo will present the final report at the April Board meeting.
- Donations have increased year by year since 2021. There has been a 22% increase in the

number of donors. The Foundation Board goal is to achieve 5% of the library card holders to be participating as donors.

- The Foundation is recruiting new volunteers for public relations activities.
- Ms. Sabo will meet with the library Director to talk about current needs for the library and to plan the use of the donation for new technology for the library.

8. SCHOOL BOARD LIAISON REPORT

- The School Board is working on the FY2024 budget.
- This Board is in the process of electing a new member to fill a vacancy. So far, they have 5 candidates. There will be a closed session at the end of the month to discuss it.
- There are ongoing discussions about collective bargaining.

9. ARTS AND HUMANITIES COUNCIL REPORT

There was no report. Ms. Labukas will be attending her first meeting with this Council tomorrow.

10. ON-GOING EQUITY DISCUSSION

Ms. Carroll informed the Board that she is part of the City's Social Equity Action Team. They will have training with Veritas Culture, the organization who completed the cultural assessment for the City Government.

11. BUSINESS NOT IN THE AGENDA

None.

12. ADJOURNMENT

There being no further business, upon a motion duly made by Ms. Stein and seconded by Ms. Labukas, the Board of Trustees voted unanimously to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Jeff Peterson Chairperson

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

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