



## Mary Riley Styles Public Library Board of Trustees Meeting

Upper-Level Floor Conference Room  
120 N Virginia Avenue  
Falls Church, VA 22046  
Wednesday August 16, 2023

The following links are materials for the meeting. Open the agenda to see the full list of items being discussed at the meeting. This meeting will be held in person but can also be accessed online via Microsoft Teams

[Click here to Join the Meeting](#)

1. Library Board Of Trustees Meeting Agenda

Documents:

[20230816-LIBRARYBOARDAGENDA.PDF](#)

2. Draft Library Board Meeting Minutes July 19, 2023

Documents:

[20230816\\_DRAFT\\_BOARD\\_MTG\\_JUL\\_19\\_MINUTES.PDF](#)

3. Library Statistics

Documents:

[LIBRARY\\_STATISTICS.PDF](#)



**Mary Riley Styles Public Library  
LIBRARY BOARD OF TRUSTEES**

**Meeting Agenda**

Wednesday, August 16, 2023

6:00 p.m.

Agenda Notice Posted: August 10, 2023

**Virtual Meeting:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjMwYmE1ZDQ0tNDVkyi00YmFkLTk5YWU0tN2U1ZDQwZThiYWJm%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22f1fb7b4a-a361-41eb-ab23-a1bfe335c686%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjMwYmE1ZDQ0tNDVkyi00YmFkLTk5YWU0tN2U1ZDQwZThiYWJm%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22f1fb7b4a-a361-41eb-ab23-a1bfe335c686%22%7d)

Public comments may be submitted to [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov) until 6:00 pm on August 16, 2023. All comments will be provided to the Library Board of Trustees members and comments received by the deadline will be read during the meeting.

**PLEASE NOTE:** Virtual meeting access is provided using Microsoft Teams. Don't have the Teams app? You can still join a Teams meeting. **See instructions attached to this meeting agenda.**

1. **Call to Order**
2. **Roll Call and Introduction of Guests**
3. **Receipt of Petitions**
4. **Approval of July 19, 2023 Meeting Minutes**
5. **Library Report and Announcements**
6. **Library Foundation report**
  - **Overview of the Foundation and Fundraising efforts**
7. **Council Liaison report**
8. **School Board Liaison report**
9. **Arts and Humanities Council report**
10. **On-going Equity Discussion**
11. **Business not on the Agenda**
12. **Adjournment**

Library Board of Trustees Staff liaison: Jenny Carroll 703-248-5032 [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov)

**Instructions for joining a Microsoft Teams meeting:**

[Click here to watch a video with instructions for joining a Teams meeting](#)

Join a Teams meeting on a phone or tablet

1. Click the meeting link provided.

<p>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.</p>
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2. **Download the Teams app for your device when prompted:**
  - Type in your name.
  - Choose the audio and video settings you want.
3. Select **Join now**.
4. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

Join a Teams meeting on the web or through a web browser on a phone or tablet

Don't have the Teams app? You can still join a Teams meeting.

1. Click or copy and paste the meeting link provided.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

**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  
**July 19, 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**

Library Director, Jenny Carroll, called the meeting to order at 6:01 p.m.

**2. ROLL CALL OF NEWLY SEATED BOARD AND INTRODUCTION OF GUESTS**

The following Board members attended the meeting, and exceptions were noted:

- Janis Johnson
- Jessie Labukas – Excused Absence
- Robert Leopold
- Claire McCray
- Steve Morse
- Molly Novotny – Electronic participation till 6:47 pm
- Elise Stein

**MOTION:** I move that the Library Board of Trustees approve electronic participation by Ms. Novotny in tonight’s meeting, for personal reason(s), pursuant to the Library Board of Trustee’s Policy on Participation in Meetings Through Electronic Means.

	AYE	NAY		Notes:
ROBERT LEOPOLD	✓		Moved: Ms. Stein  Seconded: Mr. Morse	Ms. Labukas absent
JANIS JOHNSON	✓			
CLAIRE MCCRAY	✓			
STEVE MORSE	✓			
ELISE STEIN	✓			

**Ms. Novotny is participating virtually because she will be attending a work meeting.**

Others present for the meeting: Council Liaison Marybeth Connelly, Library Director Jenny Carroll, and Sr. Administrative Assistant Claudia Gutierrez. Guest Ms. Ashley Johnson attended the meeting as an observer fulfilling a requirement for a class.

### **3. ROLE OF THE LIBRARY BOARD**

Ms. Carroll reviewed City Code Chapter 24 regarding the Library Board duties and responsibilities. The Director made note that the Library of Virginia is now reaching out to Library Boards by sending informational newsletters.

### **4. ELECTION OF OFFICERS**

#### **CHAIR**

There were two nominees for the Chair position: Ms. Molly Novotny and Ms. Elise Stein who nominated herself. Ms. Novotny rejected the nomination for work reasons. The Board unanimously voted for Ms. Stein to be the new Chair

#### **ROLL CALL**

Elise Stein ✓  
Robert Leopold ✓  
Janis Johnson ✓  
Claire McCray ✓  
Steve Morse ✓  
Molly Novotny – Partial virtual participation ✓

#### **VICE-CHAIR**

There were two nominees for the Vice-Chair: Mr. Robert Leopold and Ms. Claire McCray who nominated herself. Mr. Leopold dropped out in favor of Ms. McCray. The Board unanimously voted for Ms. McCray to be the new Vice-Chair

#### **ROLL CALL**

Elise Stein ✓  
Robert Leopold ✓  
Janis Johnson ✓  
Claire McCray ✓  
Steve Morse ✓  
Molly Novotny – Partial virtual participation ✓  
Elise Stein ✓

### **5. BOARD BUSINESS MEETING:**

#### **ADOPTION OF RULE OF PROCEDURES/BYLAWS AND ELECTRONIC POLICY**

Ms. Carroll noted updates in the bylaws to reflect current links and wording. The Electronic participation policies reflect State Law and have been approved by the City Attorney, and the Board cannot make any changes the content.

**Upon a motion duly made by Mr. Leopold and seconded by Mr. Morse, the Library Board adopted the Bylaws as presented.**

**Upon a motion duly made by Mr. Leopold and seconded by Ms. Johnson, the Library Board adopted the Library Policy for Remote Participation in Meetings.**

**Upon a motion duly made by Ms. Cray and seconded by Mr. Morse, the Library Board adopted the Library Policy for All-Virtual Participation in Public Meetings.**

## **2024 SCHEDULE OF LIBRARY MEETING FOR ADOPTION**

After a brief discussion on when the schools were having their December break, the Board agreed to move the December 18, 2024 meeting to December 11, 2024.

**Upon a motion duly made by Ms. Johnson and seconded by Ms. Morse, the Library Board adopted the 2024 Calendar as adjusted.**

After reviewing the 2024 school calendar, the Board agreed to return the December meeting to the original date on December 18, 2024.

**Upon a motion duly made by Ms. Johnson and seconded by Ms. Morse, the Library Board approved to change back the 2024 Calendar as shown.**

## **6. RECEIPT OF PETITIONS**

Ms. Carroll petitioned to close the library on Saturday, December 23, and Sunday, December 24 since the City holidays are Friday, December 22, and Monday, December 25.

**Upon a motion duly made by Ms. Johnson and seconded by Ms. McCray, the Library Board approved the library to be closed on the weekend of December 23-24.**

## **7. APPROVAL OF JUNE 21, 2023 MEETING MINUTES**

**Upon a motion duly made by Ms. McCray and seconded by Mr. Morse, the Library Board approved the June 21, 2023 Meeting Minutes.**

**Ms. Stein and Ms. Novotny decided to abstain from voting since they were absent from that meeting.**

## **8. LIBRARY REPORT AND ANNOUNCEMENTS**

- Ms. Carroll presented the new graphic format for monthly statistics highlighting circulation, cardholders, collection size, and visits.
- Thank you cards for Mr. Jeff Peterson and Ms. Bizzy Bracken were provided for the Board to sign.

**Upon a motion duly made by Ms. Johnson and seconded by Mr. Leopold, the library Board expressed their gratitude for Ms. Bizzy Bracken for her 2 years of work as a Library Board member.**

- Dispensers for menstrual products will be installed in all library bathrooms and products will be free for patrons. The company that provides the service is called Aunt Flow, and when we buy their products they donate menstrual products to people in need.
- Ms. Carroll discussed having a calendar of topics for the Board to include Department

Supervisor meet/greet, MRSPL Foundation Overview, and Budget. The Board was in agreement to enact this plan.

## **9. APPROVAL OF VIRTUAL MEETING MINUTES**

As requested by City Clerk, the Board needs to approve all the meetings that were held virtually during the Covid-19 pandemic.

**Upon a motion duly made by Ms. Johnson and seconded by Mr. Morse, the Library Board approved all Library Board Virtual meetings between May 20, 2020 and March 16, 2022.**

## **10. STRATEGIC PLAN/FIVE-YEAR PLAN AND 12-MONTH WORK PLAN PRESENTATION**

The High-Level Strategic Plan approved by the Board covers FY2024 thru FY2028. The Director presented the staff 12-month work plan to be completed for fiscal year 2024.

**Upon a motion duly made by Mr. Leopold and seconded by Ms. McCray, the Library Board adopted the Strategic Plan 12-Month Workplan as presented.**

## **11. FINAL FY2023 ANNUAL REPORT PRESENTATION**

Ms. Carroll presented the final Annual Report with statistics covering the entire fiscal year. The Board had approved the report in June with the caveat that the Library Director would include the finalized statistics. She also provided a quick overview of the updated report. There was one minimal change to be done to fix a date. Ms. Carroll highlighted the 90% community satisfaction rating that the library received from the 2023 Community Survey conducted by the City. Ms. Carroll will present the FY2023 Annual Report and the Strategic Plan to Council on September 11.

## **12. LIBRARY FOUNDATION REPORT**

Ms. Carroll mentioned that the Foundation Board is meeting monthly, and they will be participating in the Fall Festival. They are also getting ready to start their annual campaign. Some Board members volunteered for the Fall Festival if necessary.

## **13. COUNCIL LIAISON REPORT**

- Council is getting ready for the first vote for T-zones. There was a walking tour on July 17. About 100 people participated with robust conversations.
- Presentation on the Park Avenue Great Street project will be held on August 7. The design is 60% complete. Ms. Carroll noted that the biggest concern on this project for the Library Board is parking. Currently, there is no change to street parking.
- There is a new proposal coming for the Quinns/Homestretch development located on Washington Street and Maple Avenue. The development would include: A senior living facility, retail, office space, and medical offices.
- The 75-year Anniversary of the City is coming soon. The celebrations will occur from August 2023 through June 2024. Ms. Carroll mentioned that the library will partner with the City.

#### **14. SCHOOL BOARD LIAISON REPORT**

**No report**

#### **15. ARTS AND HUMANITIES COUNCIL REPORT**

**No report**

#### **16. ON-GOING EQUITY DISCUSSION**

Ms. Carroll mentioned that the video from the Community Conversation on Desegregation of Falls Church Libraries is posted on the library website and also on the FFCTV YouTube channel. Ms. Carroll and Adult Services Supervisor, Marshall Webster are working adding the information to the MRSPL website to include the land and labor acknowledgment used at the event.

#### **17. BUSINESS NOT ON THE AGENDA**

**None**

#### **18. ADJOURNMENT**

**There being no further business, upon a motion duly made by Ms. McCray and seconded by Mr. Morse, the Board of Trustees voted unanimously to adjourn the meeting at 7:44 p.m.**

Respectfully submitted,

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Jenny Carroll  
Library Director

Approved:

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Elise Stein Chairperson

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

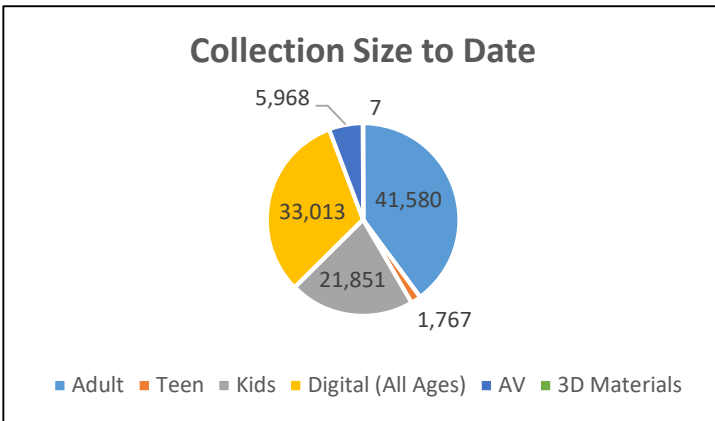
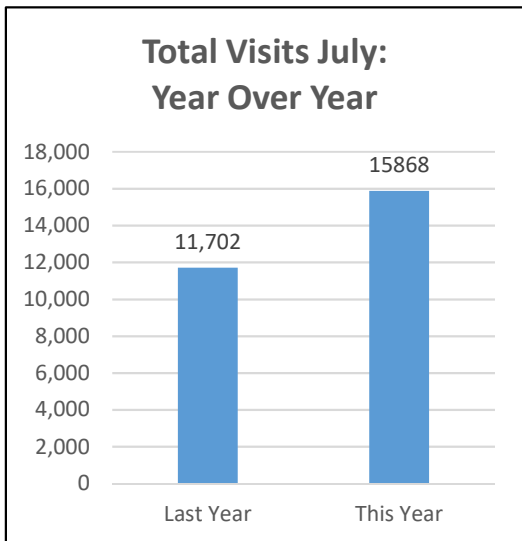
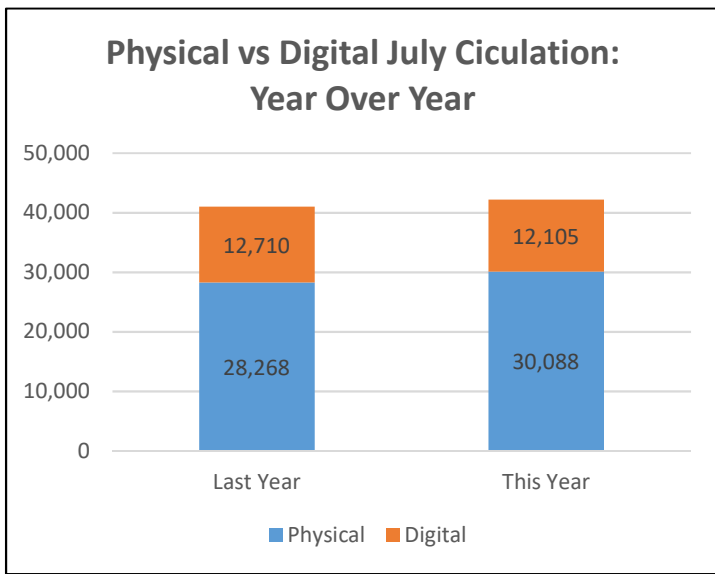
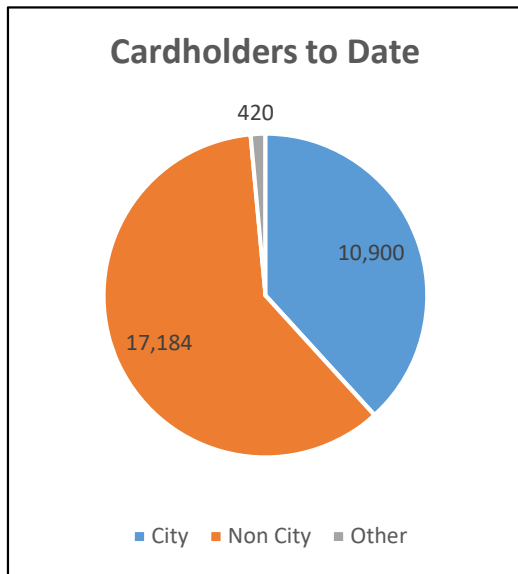
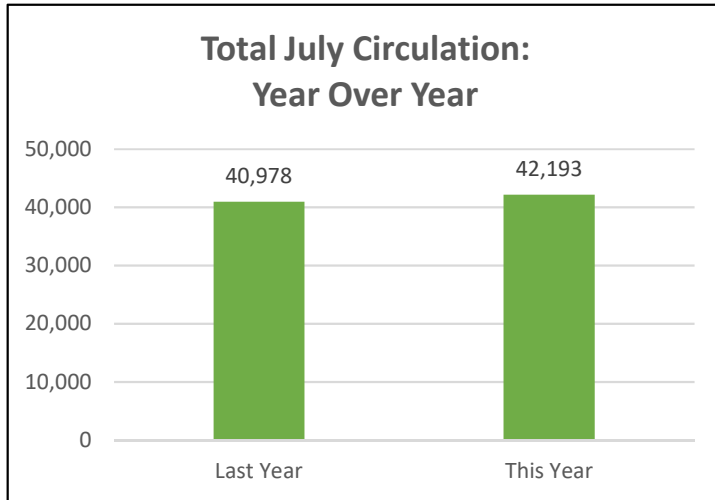
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# Monthly Statistical Recap for the Library Board: July FY24

**New Patrons this month**  
454



Total Physical Collection	71,173
Total Digital Collection	33,013
Total Collection Size	104,186