

**MEETING 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 20, 2016**

**1. CALL TO ORDER**

Board Chair Brad Gernand called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

Brad Gernand  
Chet DeLong  
Ed Rose  
Jeff Peterson  
Stephanie Oppenheimer  
Don Camp  
Terry Zawacki

The term of the Youth Representative to the Board, Jacob Bruner, ended December 31, 2015. Assistant City Manager, Cindy Mester, Library Director, Mary McMahan, and her assistant, Claudia Gutierrez, were also present.

The Board Chair asked the Board for permission to revise the agenda to only three items so that the meeting could end by 8 p.m. due to the inclement weather. The rest of the items will be presented at the next Board meeting on February 17, 2016.

**Upon a motion made and duly seconded, the Library Board unanimously approved the change in the agenda by reducing it to only 3 items due to the inclement weather.**

**2. RECEIPT OF PETITIONS: Delayed until next meeting.**

**3. ELECTION OF A LIBRARY BOARD CHAIR AND VICE CHAIR FOR 2016**

**Upon a motion made duly and seconded, the Library Board unanimously dispensed with the election of a Chair and Vice Chair, keeping the current Chair and Vice Chair in place for 2016.**

**4. APPROVAL OF DRAFT DECEMBER 16, 2015 MEETING MINUTES: Delayed until next meeting.**

**5. ARTS AND CULTURAL DISTRICT TASK FORCE (CATCH) REPORT: Delayed until next meeting.**

**6. LIBRARY FOUNDATION REPORT: Delayed until next meeting.**

**7. FY2017 CAPITAL IMPROVEMENT PROJECTS (CIP) LIBRARY AND PARKING DECK UPDATE FROM CINDY MESTER, ASSISTANT CITY MANAGER**

Cindy Mester was present and gave a copy of the CIP timeline memo to the Board noting that the Library CIP request will be heard by the Planning Commission on Tuesday, February 16, 2016 in the Council Chambers at 8 p.m. She said that the CIP process has been changed slightly from years

past so that on “odd years” the Planning Commission and Council consider existing capital projects that have already been accepted, and that on “even years,” new projects are added to the CIP. She then talked about the results of the City of Falls Church Shared Parking Analysis and Recommendations dated January 2016 (a copy of the report was given to each Board member and attached to these Minutes). She stated that last year during the formulation of the budget Council asked staff to examine a parking solution rather than a parking deck, and the report suggests that a pilot project using leased shared parking be done before committing CIP monies to a parking deck. The parking deck would remaining the CIP for \$3.4M, perhaps in the fifth year of the CIP, however, the City could run a shared parking pilot project for a couple of years before that time to determine if shared parking would work and be more cost effective than building a parking deck. Cindy went over some of the information on pages 3, 16, 19, 23-26, and 41 of the report with the Board, noting the recommendations on page 3 in the Executive Summary of the report. Recommendations included leasing spaces from neighboring businesses because the parking study showed that overall there are enough spaces that are underutilized that could accommodate the needs expressed for the area. Cindy stated that the library’s request for expansion/renovation is still scheduled in the CIP for FY18 and FY19. She mentioned there will be no Town Hall meeting specifically on the FY17 CIP proposals due to scheduling conflicts, but that the CIP portion of the budget will be combined with the City’s FY17 operating budget discussions in a Town Hall meeting with Council on March 19<sup>th</sup>.

One of the Board members asked about the library parking project and how long the negotiations with 313 Park Avenue will take. He was concerned that negotiations would not be completed before the library project is considered by the Planning Commission in this year’s CIP proposal. Cindy said that those negotiations will not be done by that time, however, the Planning Commission will consider the parking deck as part of the CIP proposal along with having the information about the shared leased parking project prior to the possible building of the parking deck. Cindy stated that she would have all the negotiations and leased parking information before the November referendum date.

**For more information about the Shared Parking Analysis and Recommendations click on the following link: <http://www.fallschurchva.gov/documentcenter/view/5587>**

## **8. DRAFT FY2017 LIBRARY BUDGET**

The Director informed the Board about the major areas of the operating budget that had significant changes which included the technology portion of the budget and temporary salaries. She said that the regular salaries and benefits lines were not to be touched per City budget guidelines—she could only change operating line items. She noted that temporary salaries were included in the operating portion of the budget, but due to the retirement of several long time employees, there was money set aside for those temporary salaries, unlike last year when they created such a shortfall for the operating side of the budget.

The Director also explained that she was asked by both Finance and IT to include all automation expenses (including the 60% salary and benefits of the library IT person) into the 4600 operating line. By segregating and combining all those costs, it would give a full picture of how much money is being spent on library automation costs. These expenses would still be eligible for State Aid matching since they are library related expenditures. By doing this, it caused a large increase in that line and reduced several other lines within the budget, but overall did not affect the library’s operating total. The library will still contract with vendors for various databases and authorize the bills to be paid so that the money cannot be used for anything else. The Director also explained the Unmet Needs of the library for FY17 and the Planning Needs for FY18. In FY17, purchase of the Sierra platform for the

Innovative Integrated Library System is listed and is one of two requests that must be prioritized before sending the budget forward to the City.

The current Millennium platform, which the library is using, will not be supported in the future, although no date has been given yet for its expiration. The Director has had only one quote from the vendor for the new platform, although she feels that it could be less in the future since we are just a one site library. Another unmet need is a HP ProLiant Server for redundancy of the public network and associated VMware RSXi (virtual host) licenses that go with it.

The Director then mentioned the future FY18 Planning Needs for a commercial grade Wi-Fi system since the residential grade that is currently in place is not able to consistently meet the demand now. The current service is provided free as part of the City's franchise agreement with RCN, but that agreement is up for renewal and RCN may start charging the library for its usage. If that occurs, a stronger, more consistent service should be purchased, which would impact the operating budget of the library. However, the City also has a wi-fi/mobile device management system request in the CIP for possible purchase. If this request is funded, the FY18 Planning Needs for the library Wi-Fi would not be necessary. The City is negotiating an upgrade with RCN for improving the Wi-Fi bandwidth during their franchise talks, but at this time it does not seem likely to occur and the bandwidth they offer is not what the library needs. If they do not agree to an upgraded, free Wi-Fi service, it would mean selecting another Wi-Fi provider, and then the Director will have to find money to cover that service.

**Upon a motion made and duly seconded, the Library Board unanimously adopted the FY2017 library budget as presented.**

The Board then asked if the FY17 Unmet Needs should be prioritized. The Director said that they should be. A Board member prioritized that the library's FY17 Unmet Needs as follows:

1. \$59,000 to upgrade to the Sierra operating platform for the Integrated Library System from the Millennium platform;
2. A server for the public network and Virtual Server licenses for it.

After some discussion, a Board member stated that the Sierra operating platform monies should be added, instead, to the overall library budget rather than prioritizing it as an Unmet Need since it is the Board's responsibility to submit a budget of library needs and not necessarily follow the budget guidelines as presented by the City Manager. Discussion followed, and a motion was made:

**Upon a motion made and duly seconded, the Library Board approved prioritizing the two FY17 Unmet Needs in the order as listed: 1. Migrating to the Sierra platform for \$59,000, and 2. A server for the public network and virtual server licenses for it. The vote was 6 members aye, and one member who declined to vote or abstain from the vote. The motion carried.**

**9. DRAFT INTERNET AND COMPUTER USE POLICY REVISION—FIRST READING: Delayed until the next meeting.**

**10. LIBRARY REPORT AND ANNOUNCEMENTS: Delayed until the next meeting.**

**11. BUSINESS NOT ON THE AGENDA: Delayed until the next meeting.**

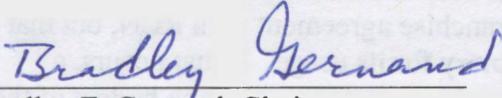
**12. ADJOURNMENT**

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

Respectfully submitted,

Mary W. McMahon  
Library Director

Approved:



Bradley E. Gernand, Chair

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

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