

**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
June 15, 2016**

1. CALL TO ORDER

Board Chairman 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
Stephanie Oppenheimer
Don Camp
Terry Zawacki
Unexcused Absence: Jeff Peterson

City Manager Wyatt Shields, Councilwoman Karen Oliver, Library Director, Mary McMahon, and her assistant, Claudia Gutierrez, were also present.

Mr. Gernand amended the agenda to add the approval of the June 2, 2016 special meeting minutes to it since this was not included in the original agenda. He also mentioned that Wyatt Shields, City Manager, would be attending tonight's meeting, and that Cindy Mester, Assistant City Manager, could not attend due to vacation.

2. RECEIPT OF PETITIONS

None.

3. APPROVAL OF THE DRAFT MAY 18, 2016 MEETING MINUTES AND JUNE 2, 2016 SPECIAL MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the May 18, 2016 meeting minutes and the June 2, 2016 special meeting minutes with some minor changes.

4. ARTS AND CULTURAL DISTRICT TASK FORCE (CATCH) REPORT

There was no formal CATCH report. However, Mr. Gernand informed the Board that Ms. Mester, asked him to represent the Board and the library on a committee that is drawing up plans for the decoration of a bus shelter at the intersection of Hillwood Avenue and South Washington Street. The bus shelter will be a large one located next to a public park plaza. It has eight glass screens that will hold about 20-24 photos with text above each photo. Mr. Gernand has selected some pictures from the Local History Room that he feels might work well and will make them accessible to Ms. Mester so she can choose the ones that will be used.

5. LIBRARY FOUNDATION REPORT

Trustee Don Camp informed the Board that the Foundation Board will be meeting next week to discuss ways to help support the library referendum.

6. COUNCIL LIAISON REPORT

Ms.Oliver had no report.

7. CINDY MESTER, ASSISTANT CITY MANAGER, ON LEASED PARKING AGREEMENT UPDATE

Ms. Mester was unable to attend the meeting and asked that she be allowed to come to the August meeting to report on parking. Board members agreed that they would like to hear about the progress being made on it.

8. DRAFT OF UNATTENDED CHILDREN'S POLICY–SECOND READING

The Director mentioned that the policy remains a little stricter than the City's and Fairfax County's requirements. The big change in the policy is that the waiting time for children to be picked up by their parents after the library has closed was shortened from 30 to 20 minutes before calling the police.

Upon a motion duly made and seconded, the Library Board unanimously approved the Unattended Children's Policy on its second reading with no changes.

9. DRAFT OF THE RESEARCH ASSISTANCE POLICY– SECOND READING

The Director mentioned that she made all the wording changes that the Board members suggested, particularly the section that states that librarians will not do children's homework for them.

Upon a motion duly made and seconded, the Library Board unanimously approved the Research Assistance Policy on its second reading with no changes.

10. DISCUSSION OF WORK SESSION MEETING WITH CITY COUNCIL ON JUNE 20, 2016

The Director informed the Board members that she prepared some possible talking points for them to consider as a starting point to organizing what they want to say at the upcoming Council work session, regular meetings, and public hearing on June 20, June 27, and July 11 respectively. The talking points include: the Board's vision for the library project, why the project is needed, city growth, the number of residents with library cards, the number of annual visits to the library, annual circulation of materials and program attendance. She also included a description and scope of the proposed project, which included: the approval of the library project in the CIP for FY2018 and FY2019, the cost of the project and the phases of the construction and renovation. The Director listed a number of reasons why closing the library for the duration of the project would be inconvenient to the public. The Director noted that according to the project timeline the library would be closed for only 3 weeks during the entire project.

Ms. Oliver told the Board members that they should be prepared to answer why the library referendum should take place in November 2016 rather than postponing it for another year. She also mentioned that the School Board has voted not to pursue the idea of using one developer for both the school project and all the commercial development around the school site. This decision has created some concern on the part of a number of citizens about how the school project will be financed. She noted that there are citizens who have said that they do not want to spend money on other capital projects until funding is determined for the school project.

Board members then made comments regarding the project and noted the following: there are good reasons why the library needs to be renovated and those reasons must be communicated to the public; the library is a popular City institution and that its appeal should not be underestimated; the Board must be prepared when members speak to Council; the library must keep up with current library trends for the citizens' sake; and, the continued population growth and diversity of the population must be considered along with other future needs of the library.

Mr. Shields then joined the meeting. He told the Board that this capital project will require advocacy by the Board members to Council, and that there are still many questions that Council has about the project. He said they will ask many of those questions during the upcoming meetings. He noted that the Board members have to remind Council about the history of the project and what steps have been taken to get the project to this point. He suggested briefly explaining the study's plan and discussing why the renovation is needed and why the referendum must be held in the fall of 2016 rather than postponing it a year. He also said that currently there is a great deal of uncertainty about the City's current CIP due to the pent up demand for numerous capital projects—all of which are needed—but when combined are expensive.

Wyatt presented the Board with a copy of the proposed ordinance authorizing the referendum in November and bond issuance for the project. An Arlington County Circuit Court judge must authorize putting it on the ballot once the ordinance has been passed by Council. This must be done no later than August 19th. The City Attorney wanted Council authorization no later than July 11th so there is a month to get it to the Clerk of the Circuit Court so the judge can sign it.

The total amount for the library expansion/renovation project is listed as \$8.7M in the ordinance. There are bonding fees included in that figure, thus the increase from the \$8.3 actual project cost. As part of those fees, there is an expense of \$176,941, which will not be used for the library and is not what necessitated the project going out to referendum. That amount can be for any use designated by Council and will not be part of the library's total cost. Therefore, the Board can make a solid case saying that the library project is not \$8.7M.

Mr. Shields said that the library's CIP process and referendum has been handled the same way as other CIP projects in the past.

Mr. Gernand informed the Manager that last week he was in a meeting with the Council appointments committee for his reappointment to the Library Board, and while there was asked by Councilman Sze if the Board will ask Council to waive its policy so that the library would not have to go to a referendum. Brad told him no because the Board learned at the previous Board meeting that they were above 10% of the General Fund limit because of the addition of the bonding fees to the project cost. With those fees Council policy requires a referendum. Trustee Chet DeLong said that it is not good policy to ask for an exception to a long-standing Council resolution.

Trustee Terry Zawacki asked Mr. Shields if the library has proffers from development projects. He said that Mason Rowe has a proffer for the library for \$140,000, and it would be payable on the issuance of the first residential occupancy permit and would be applicable for this expansion/renovation project. According to Mason Rowe's schedule, it could be 3 years from now. Ms. Zawacki also asked if there were more development projects on the way, but Mr. Shields said that for now this was the only one.

The Director asked Mr. Shields to explain about how issuing a bond works and why when you pass a referendum you do not have to sell the bonds immediately. He said that should the referendum pass, Council must authorize the sale of the bonds. Once they are authorized and sold, then the process is driven by project management staff that determines the cash flow for the project as it is needed. He said that there is no technical requirement for the life of a referendum; there are no strict rules. It is not as if you have to spend the bonds within a certain amount of time. However, the Director mentioned that the bond money is limited to the project described on the referendum ballot. The Board discussed the question, and Trustee Ed Rose asked if the library's question is similar to other referendum

questions. Mr. Shields said that the questions in Fairfax County are usually broader, which allows more flexibility, however, those in Falls Church are more narrow and defined. He said that in this case the question is more specific on what the purpose of the bond will be. Discussion then centered on the wording of the ordinance/question. The Board suggested that Mr. Shields modify the question wording by using the words “renovation and construction” instead of only “constructing.” They felt that that phrasing makes it more flexible.

Mr. Shields said that Ms. Mester could not be at the meeting today, but they both know about the sensitivity of having the parking question resolved by the time the Board speaks to the public. He said that they will come back and talk to the Library Board about it.

The Board thanked the City Manager for coming and explaining the referendum process.

11. DISCUSSION OF PUBLIC HEARINGS AT COUNCIL MEETINGS JUNE 27, 2016 AND JULY 11, 2016

The Director said that Mr. Shields told her that when the ordinance is read there has to be a public hearing. The Board can speak during the public hearing. Ms. Oliver said that if the Council work session goes well, then the project will go on the Council agenda for a first reading at their next regular meeting, June 27th. She mentioned that the second vote at the July 11, 2016 regular Council meeting will be the most critical.

The Director reminded the Board of what Ms. Oliver said about being prepared to answer the question of why the Board wants to go on referendum in November 2016 and not later.

Mr. Gernand will be out of town for the Council work session meeting on June 20th, but Vice Chair Chet Delong will speak in his place.

12. LIBRARY REPORT AND ANNOUNCEMENTS

- The Director informed the Board that the library will be closed at noon on Friday, June 17th, for the City employee picnic at Cherry Hill Park. She invited the Board to come.
- She also informed the Board that today all of the rest of the library servers were moved to City Hall by the IT staff. Only the Wi-Fi equipment and some switches remain in the library. She said that the temperature still needs to be regulated, and that the room will remain an IT room.
- The summer reading program officially starts on Monday, June 27th. The Director said that they had a soft launch (starting June 1st) to test if it would help relieve some of the crowds that occur when registration first takes place. It has proven successful with over 350 children and 60 adults signing up early. The earlier start was also done because the schools are finishing later this year, and many families will go on vacation right after the children finish school.
- The Director suggested that the Board members consider talking to Studio 27, who is the other architectural group vetted by the City for capital project. It was chosen to do the City Hall project. Board members indicated that they would like to talk with them as well.
- She also said that the InMagic installation is about to be completed. She thanked the Foundation for their support—they provided the funds to purchase the software. She said that there is a message on the public pages that thanks the Foundation for their gift.
- The Director asked the Board Chairman to sign a letter on behalf of the Library Board thanking the City Police Department for the use of some of their seized assets fund monies to buy four security cameras for the library.
- The 2016 User Survey is continuing. Almost 400 surveys had been completed to date.

- The Director said that she and her assistant have spent the last two weeks working on the end of the fiscal year reconciliations and budget.
- The Director helped the City with a new employee orientation. She is also working on compiling the comments on the library users' survey, doing performance evaluations for staff, which are due next Friday, and working on the staff presentation for Council about the library project.
- The Director told the Board that there are new library bookmarks and magnets that provide such basic information as location, hours of operation and phone numbers. She provided copies of each for the Board.

13. BUSINESS NOT ON THE AGENDA

None.

14. ADJOURNMENT

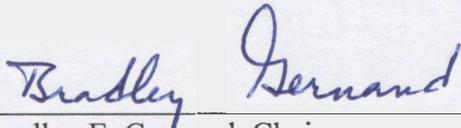
There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:40 p.m.

Respectfully submitted,



Mary W. McMahon
Library Director

Approved:



Bradley E. Gernand, Chairman

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.

Possible talking points for the Board's Council Work Session and Public hearings on June 20, June 27, and July 11.

I. Introduction

- Why you are at Council work session/public hearing
- Vision of the Board for the library:
 - envisions a future in which all the community's interests are well represented in the library's collection;
 - all residents can make use of the library's resources to enrich their lives; and,
 - all residents can turn to the library when the need for information is greater than the resources immediately at hand

II. Why the project is needed

- Projected growth of City to 15,000 to 17,000 in 2033; already at 13,508 in 2013 which was up 10% from 2010
- Over 85% of the residents have library cards and use the library on a regular basis
- Over 300,000 people visit the library annually
- Program attendance has increased to over 28,000 people a year; often have 140 people or more at each of three weekly story hours
- Circulation has topped 460,000 items a year
- Back in 1988 consultants said the library needed to be expanded to 31,00 SF, in 2008, Dewberry Study said it needed an addition of 17,000 SF to 35,000 SF, and the Draft Master Plan in 2013 recommended it have an addition of 14,500 SF making a total of 33,000 SF in the building
- Renovation needs:
 - HVAC
 - Aging elevator
 - ADA improvements and to meet requirements
 - Enlarge public restrooms; improve plumbing infrastructure
 - Install energy efficient lighting
 - Install security and safety features

III. Description and scope of the project

- Add an additional 6,600 SF (2 stories of 3,300 SF each) either to east or west of the existing building
- Both options move the entry to Park Avenue, part of the Great Street concept supported by Council for Park Avenue
- **PROS to the East:** new public entrance; preserves existing greenspace to the West; less impervious surface is added; adds 3 group study rooms; eliminates one curb cut on Park Avenue
- **CONS to the East:** lose drive up book drop; angled parking spaces eliminated; loss of alley bring accessibility concerns for fire/trash/recycling; plan is less open, resulting in poor site lines;

- amount of daylight at lower level limited; less increases in program area square footages; more existing spaces must be demolished in existing building and rebuilt to make plan function
- **PROS to the West:** new public entrance, maintains the onsite parking (7 spaces), maintains drive up book drop and allows for drive through post office box, more existing building remains intact, maintains more natural light at lower level seating areas, larger increases in program area square footages, widens sidewalk to West of building and activates urban context
 - **CONS to the West:** reduces the greenspace to the West; creatives additional impervious surface on site; does not provide individual study rooms as currently conceived
 - In the FY17 approved CIP for FY18 and FY19 with FY18 as the design and plans phase and FY19 as the actual construction phase
 - Budget for the project is: \$8,381,605 based on what the consultants projected
 - Construction: \$6,465,299
 - Furnishings: \$677,500
 - Professional Compensation: \$908,806
 - Owner's Administrative Costs: \$330,000
 - The project would be phased;
 - Library would remain open during the entire project with the exception of necessary closures for a total of 5 weeks during the entire two year period
 - Architecture/Engineering RFP and selection: 4 months, May 2016-August2016
 - Schematic designs: 4 months, September 2016 –December 2016
 - Design Development: 4 months, Jan. 2017 – April 2017
 - Construction documents: 6 months, May 2017 – October 2017
 - Permit, bid & award: 4 months, Nov. 2017- Feb. 2018
 - Furnishings and Equipment: 6 months, and start construction, March 2018-Feb. 2020
 - Phase 1: March 2018-May 2018 New public entrance
 - Phase 1: New building expansion, March 2018-Feb. 2019
 - Phase 2: Library Move to new Addition—takes 3 weeks and library closed to public during that move (March 2019) then the Renovation of Main Level; weeks, end of March 2019-August. 2019; Renovation of main level takes 6 months
 - Phase 3: Library Move to Main Level—takes 2 weeks and library closed to public during that move (Sept. 2019) and then Renovation of lower level takes 6 months from Sept.2019 to Feb. 2020
 - Final Set up—2 weeks in Feb. 2020
 - Closings during the project and general phasing the project vs. closing the library the entire year and a half while the work is being done
 - Closed to the public about 5 weeks out of the entire 2 year project as currently projected
 - Why the library should not close during the entire 2 year project:
 - Inconvenience and loss of patrons who want to use their library, but must drive now to another location; many won't come back once it reopens

- Loss of staff and their institutional knowledge—no one is going to wait 2 years while project is taking place (or even 1.5 years if shortened because of closure)
- Collection will suffer—2 years of no new materials which you'll never be able to replace or purchase later
- Only library services around for children in the immediate area
- Maintenance contracts will still need to be maintained so no savings there—paying for something you aren't using, i.e. Ill, copier equipment, databases won't be updated etc.
- Equipment won't be used, not good for it
- If catalog is still up and running, people can search, but not get items
- No computer access for the public, many don't have PCs at home and use the library's
- Cost of rehiring an entire staff once again; training of new staff
- **MAINTENANCE OF EFFORT WITH STATE FOR STATE AID: Will need to explain to the State Library of Virginia about why it is necessary to close the library when other libraries around the state renovation and enlarge without doing so or provide alternative location for patrons to use; may have further implications re funding etc. certainly for those years, but later as well**
- Fairness issue: if doing this with library staff, will you do this with City Hall staff while that project is going on—will you close City Hall while that is taking place?
- Current status of the project
 - City Attorney is working on the wording for the Ordinance that City Council will need to approve for the wording on the Referendum ballot—requires 2 readings: June 27 and July 11 so it is to the courts in time for approval in August to get on ballot
 - Bond issuance fees have been researched by Finance so total project cost is more accurate now

IV. DRAFT Ordinance for the Council

V. Referendum

- November 2016

LIBRARY PROJECT

General Fund FY2017 Adopted Budget	86,304,420.00
10%	<u>8,630,442.00</u>
Library Project Cost per CIP	8,381,605.00
Costs of Issuance:	
Legal, Financial Advisor, Credit Rating	
Agencies ,Publications, etc.	200,000.00
Underwriter's Discount	<u>88,500.00</u>
Total Estimated Cost of Issuance	<u>288,500.00</u>
Total Uses of Funds	<u>8,670,105.00</u>
Allowance for Original Issue Discount	176,941.00
Rounding to \$5,000 Denomination	<u>2,954.00</u>
Estimated Not-To-Exceed Par Value	<u><u>8,850,000.00</u></u>

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Rounding to \$5,000 Denomination	<u>2,954.00</u>
Estimated Not-To-Exceed Par Value	<u><u>8,850,000.00</u></u>

ORDINANCE XXX

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE CITY OF FALLS CHURCH, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED EIGHT MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$8,700,000.00) TO PAY COSTS INCIDENT TO CONSTRUCTING, EXPANDING, RECONSTRUCTING, EQUIPPING, AND/OR REEQUIPPING, IN WHOLE OR IN PART, THE MARY RILEY STYLES PUBLIC LIBRARY, AND REQUESTING THE CIRCUIT COURT TO ORDER A SPECIAL REFERENDUM ELECTION ON THE QUESTION OF WHETHER THE ISSUANCE OF SUCH BONDS SHOULD BE AUTHORIZED

WHEREAS, the City Council ("Council") of the City of Falls Church, Virginia ("City"), has determined that it is advisable to contract a debt and to issue general obligation bonds of the City in an aggregate principal amount not to exceed Eight Million Seven Hundred Thousand Dollars (\$8,700,000.00) for the purpose of paying the costs incident to constructing, expanding, reconstructing, equipping and/or reequipping, in whole or in part, the Mary Riley Styles Public Library ("Library Project"); and

WHEREAS, bonds in the amount of Eight Million Seven Hundred Thousand Dollars (\$8,700,000.00) need to be issued for completion of the Library Project; and

WHEREAS, pursuant to the authority of Chapter 7 of the City Charter ("Charter"), the Council proposes to call a special referendum election to take the sense of the qualified voters of the City on the question below regarding the authorization of the issuance of such general obligation bonds; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FALLS CHURCH, VIRGINIA, HEREBY ORDAINS as follows:

1. The Council determines that it is advisable to contract a debt and to issue general obligation bonds of the City in the amount and for the purposes set forth below.
2. There are hereby authorized to be issued general obligation bonds of the City in an aggregate principal amount not to exceed Eight Million Seven Hundred Thousand Dollars (\$8,700,000.00) (the "Bonds") for the purpose of paying the costs incident to constructing, expanding, reconstructing, equipping and/or reequipping, in whole or in part, the Mary Riley Styles Public Library.

3. The total cost for the work on the Library Project is currently estimated to be Eight Million Seven Hundred Thousand Dollars (\$8,700,000.00) and it is the City's intention to pay all such estimated costs from the proceeds of the Bonds. In the event the total cost of the Library Project exceeds Eight Million Seven Hundred Thousand Dollars (\$8,700,000.00), any such additional costs will be paid from other sources.

4. The Bonds, together with the outstanding indebtedness of the City, within the meaning of Article VII, § 10 of the Constitution of Virginia, will not exceed the limitations set by such Article VII, § 10, and by § 7.03 of the City Charter.

5. City Council estimates that the probable life of the newly constructed and/or reconstructed Mary Riley Styles Public Library is 50 years.

6. Principal of and interest on the Bonds are to be paid from *ad valorem* taxes on real estate and tangible personal property in the City or as otherwise provided by law. The full faith and credit of the City are pledged to such payment.

7. The Bonds shall be sold at public sale upon sealed proposals as provided in § 7.07 of the City Charter.

8. The Council hereby requests the Circuit Court of Arlington County Virginia, to order a referendum election on November 8, 2016, on the following question, provided that such date is at least eighty one (81) days after the date on which the Court enters its order. The question on the ballot shall be substantially in the following form:

REFERENDUM ELECTION TO AUTHORIZE THE ISSUANCE OF BONDS TO PAY THE COSTS OF CONSTRUCTING, EXPANDING, RECONSTRUCTING, EQUIPPING AND/OR REEQUIPPING, IN WHOLE OR IN PART, THE MARY RILEY STYLES PUBLIC LIBRARY

NOVEMBER 8, 2016

QUESTION: Shall the City of Falls Church, Virginia, contract a debt and issue its general obligation bonds in an aggregate principal amount not to exceed Eight Million Seven Hundred Thousand Dollars (\$8,700,000.00) for the purpose of paying the costs incident to constructing, expanding, reconstructing, equipping and/or reequipping, in whole or in part, the Mary Riley Styles Public Library, and shall Ordinance No. XXX of the City authorizing the issuance of such bonds be effective?

{ } YES
{ } NO

9. The City Clerk is instructed to file a certified copy of this Ordinance with the Circuit Court of Arlington County, Virginia, or to the judge thereof, in vacation, and the City Attorney shall prepare the necessary legal pleadings.

10. The City Clerk is instructed to cause the full text of this Ordinance to be printed or otherwise reproduced in sufficient numbers to supply copies to those persons who request them.

11. This Ordinance shall take effect immediately with respect to issuance of the Bonds if a majority of those voting in the special election approve the Ordinance.

1st Reading:

2nd Reading:

Adoption:

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on July __, 2016 as Ordinance XXX.

Celeste Routh
City Clerk