

**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  
**December 15, 2021**

**1. CALL TO ORDER**

Chairperson Stephanie Oppenheimer called the meeting to order at 7:00 p.m.

**2. ROLL CALL AND INTRODUCTION OF GUESTS**

The following Board members attended the meeting:

Stephanie Oppenheimer  
Janis Johnson (late)  
Patrick Cronin  
Molly Novotny  
Kathleen Tysse  
Chrystie Swiney

Absence excused - Jeff Peterson

Planning Commission Liaison, Rob Puentes, was not in attendance.

Others present for the meeting included: City Council member Marybeth Connelly Youth Representatives Raissa Borges and Erin Targaard, Library Director Jenny Carroll.

**3. RECEIPT OF PETITIONS**

None

**4. APPROVAL OF SEPTEMBER, 15 2021 MEETING MINUTES**

**Upon a motion duly made by Mr. Cronin and seconded by Ms. Novotny, the Library Board approved the November 17, 2021 Meeting Minutes unanimously.**

**5. LIBRARY PROJECT UPDATE**

- Intercom phones with audio/video, front/side door unlock feature completed
- Remote BAS system has been installed, CFC IT staff needs to finalize on our end
- Received LEED Silver designation from USBGC – type of plaque TBD
- Issuing 2<sup>nd</sup> to last pay application
- Waiting on decorative fence arrival, anticipated Feb 2022
- Winter Mode Commissioning to take place after new year, waiting on a few more processor boards for the humidifiers (supply chain issues have been the delay)

Moving forward the Library Project Update will be removed from the agenda as a stand-alone item and

folded into the Library Announcements provided by the Director.

## **6. RESOLUTION OF GRATITUDE**

The Board reviewed the thank you letter to Lionel Millard, Project Manager, Jenny Carroll, Library Director, and Library staff drafted by Chairperson S. Oppenheimer. One change was made, offered by Ms. Novotny, to place more emphasis on the important role played by the library staff. Otherwise, everyone appreciated and approved of the thoughtfully written letter.

**Upon a motion duly made by Ms. Swiney and seconded by Ms. Tysse, the Library Board approved that the Board would like to send the letter to City Council in recognition of Lionel Millard, Jenny Carroll, and Library Staff.**

## **7. LIBRARY REPORT AND ANNOUNCEMENTS**

Ms. Carroll presented her report:

- The Director will be on vacation from December 18<sup>th</sup> to January 3<sup>rd</sup>.
- FY2022 Budget Amendment update
  - Library request for a strategic plan consultant was part of the amendment that was approved.
  - Employee mid-year compensation included in the amendment – 3% salary increase, \$1,500 basic bonus, \$1,500 special bonus for those who worked in person (based on City guidelines).
- Founder’s Row II update – this project is on hold and will possibly be heard by Council in January.
- One City Center project has been referred to Boards and Commissions. The review is from December 15, 2021 to February 25, 2022. Planning Commission will have a presentation with Boards and Commissions on January 5, 2022. All of the documents are online. The current VC for the Library reads:  
Library Contribution. The Owner agrees to provide a contribution to the City of \$250.00 per market-rate residential unit (excluding ADUs) in support of community improvements and future planned upgrades to City library facilities. The total contribution will be paid prior to issuance of the first residential certificate of occupancy.
- FY2023 Budget
  - Budget guidance was approved by City Council and the City Manager/Finance Director will issue guidance before December 24<sup>th</sup>. The City Manager budget presentation to Council will be March 28<sup>th</sup>, 2022 (two weeks later than usual).
  - The Director proposed to move the February meeting to the 9<sup>th</sup> instead of the 16<sup>th</sup> so that she has the full allotted time to complete the library budget. The Board agreed to move the meeting.

## **8. LIBRARY FOUNDATION REPORT**

Ms. Tysse presented her report:

- T-shirts and tote bags are still selling.
- Annual donation campaign letters were mailed and the fundraiser is ahead of where it was

last year. There were 51 new donors.

The Director also added:

- The Foundation met today and she presented a request for the winter reading program, Chet De Long award nominees, and the FY2021 end of year report.
- The Foundation selected the Chet De Long Award recipient and will notify the person next week. There will be a presentation in January.
- The Foundation approved the Winter Reading Program donation contribution to Homestretch for every hour that participants read.

## **9. COUNCIL LIAISON REPORT**

Ms. Connelly presented her report:

- New Council members were sworn in and the outgoing Council member, Ross Litkenhous was celebrated.
- Council approved the budget guidance. Organic growth was predicted to be 8% for the coming year, but this was set at 6.6% growth with the hope of taking a few pennies off the tax rate.
- One City Center project was approved for first reading and referred to Boards and Commissions.
- The 2022 Legislative Agenda package was approved.
- On January 3<sup>rd</sup>, 2022 the Council will vote for Mayor, Vice Mayor, and select liaison assignments. Ms. Connelly will request to continue to be the Library Board liaison.

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

Ms. Swiney reported that the meeting was cancelled.

## **11. LIBRARY POLICY TO APPROVE – Falls Church History Room Collection Management**

The Board discussed the policy and made some minor changes. They added a statement to the mission addressing equity.

**Upon a motion duly made by Ms. Johnson and seconded by Ms. Tysse, the library Board approved the 1<sup>st</sup> reading of the policy with some changes.**

## **12. EQUITY DISCUSSION**

The Director reported that staff are evaluating all fines and fees to determine if there is more to be done to remove barriers. Ms. Tysse inquired about translation of documents and the possibility of a document translation service for patrons to aid in their studies.

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

Ms. Tysse raised the issue of having a school board liaison. The Board requested that the Director inquire as to having this position and whether it would be a voting member (as the school liaison is a voting member on other boards/commissions).

Ms. Swiney asked about whether the length of time that group study rooms can be reserved could be extended to 1.5-2 hours. The Director stated that staff are evaluating the use of both the group study and conference rooms and would add the information to the assessment.

The Youth Representatives reported on Teen Advisory Board activities.

#### 14. ADJOURNMENT

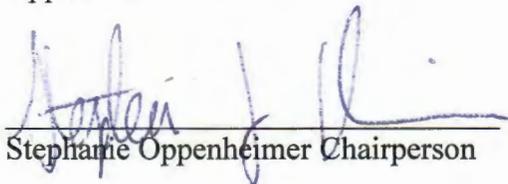
**There being no further business, upon a motion duly made by Ms. Tysse and seconded by Mr. Cronin, the Board of Trustees voted unanimously to adjourn the meeting at 8:39 p.m.**

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

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