

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: February 17, 2021

LOCATION: Meeting held via Microsoft Teams

1.- MEETING CALLED TO ORDER BY: Stephanie Oppenheimer at 7:00 PM

2.- NOTICE: This virtual meeting of the Library Board of Trustees was held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency. All participating members of the Library Board of Trustees were present at this meeting through electronic means. All members of the public may view this video of this meeting on the City's website at www.fallschurchva.gov/362/Library-Board-of-Trustees

3.- ROLL CALL AND INTRODUCTION OF GUESTS

THOSE PRESENT:

Library Board Members

Ms. Stephanie Oppenheimer: ✓
Mr. Jeff Peterson: ✓
Mr. Patrick Cronin: ✓
Ms. Kathleen Tysse: ✓
Ms. Chrystie Swiney: ✓
Ms. Molly Novotny: ✓
Mr. Don Camp: ✓

OTHERS PRESENT: City Manager Wyatt Shields, Mr. Mark Manetti from BKV Group and his Associate Mr. Kwok Ong, Library Project Manager Lionel Millard, Council Member Marybeth Connelly, Student Liaisons Ms. Raissa Borges and Erin Tarpgaard. Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez were present as well.

TOPICS OF DISCUSSION:

4. RECEIPT OF PETITIONS

None

5.- APPROVAL OF JANUARY 20, 2021 MEETING MINUTES

Upon a motion duly made by Mr. Camp and seconded by Ms. Swiney, the Library Board approved the January 20, 2021 Virtual Meeting Minutes as amended.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer AYE

Mr. Jeff Peterson AYE

Mr. Patrick Cronin AYE

Mr. Don Camp AYE

Ms. Kathleen Tysse AYE

Ms. Chrystie Swiney AYE

Ms. Molly Novotny AYE

6.- BROAD AND WASHINGTON PROJECT VOLUNTARY CONCESSION UPDATE – WYATT SHIELDS

Mr. Shields provided to the Board a brief background, history and negotiations process regarding Voluntary Concessions (VCs).

This process started between 2004-2005. It was used for all special exceptions that get a residential use as part of a land use entitlement process. The Broadway project was the first one which was followed by many other major projects including the recent Broad and Washington project approved two weeks ago. The City conducts VCs negotiations and considers community needs generated by these projects including the City's schools. VCs have been a major contributor to the CIP and generated about \$8.8M over the years (not including Broad and Washington).

Mr. Shields noted that the designation for VCs is not for the School Board or the Library Board to spend. It is up to Council to find ways to finance the CIP for the city and schools and to meet the CIP obligations. Mr. Shields noted that the VCs from Founders Row were used to close a funding gap for the Library Project.

As for the Broad and Washington Project, the City negotiated a structure where the cash contributions could be traded for a benefit to increase affordable housing with 15 additional units. Last week, City Council took action on a resolution that provides direction to staff on how to exercise this option. The full cash contribution to the schools, the Library and Parks and Recreation from this project was approximately \$150,000 and the school contribution was about \$2.4M. Both contributions were deployed to increase the number of affordable units for this project.

The Board expressed their comments:

- Mr. Camp: If the VCs are going to be used for something other than the library and the schools, it makes sense to be used on affordable housing since it's important for the community. However, he suggested the following considerations on future projects: the demand for library services as the population increases and the library to be delinked from Parks and Recreation in order to have a clear stream of potential revenue for the library. Mr. Shields replied that it is a point well taken and the delink will be discussed with Council.

- Ms. Tysse: She agrees about the importance of affordable housing. However, there is not a general consensus in the Community since some people still think it is not important.
- Mr. Peterson: He reiterated the importance of delinking the VCs from Parks and Recreation. He mentioned that the VCs from the Founders Row Project was more generous to the library than the Broad and Washington Project. He suggested having standard measures for future projects' VCs. Mr. Peterson expressed that he understood concessions for schools are restricted to capital construction by state law and that he didn't think that was the case for the Library or Parks and Recreation. He stated that concessions would be easier to implement if it was not limited to capital construction projects. Mr. Shields stated that the best practice is for VCs to be used for one time, non-recurring expenditures.
- Ms. Swiney agrees about the importance of affordable housing. However, she urged Council to consider when making budget allocations for the library, to take into account a calculation of the population, and include the fact that the library serves other localities around the City as well. She said that she would feel better if the library's budget was taking into account the heavy usage.

7.- LIBRARY PROJECT UPDATE – EXTERIOR SIGNAGE PRESENTATION

Mr. Manetti and Mr. Ong presented the different options for the exterior signage on Park and Virginia Avenue. These options showed the lettering colors and font options and the lighting option. Mr. Manetti emphasized that the signage on Park Avenue is facing north and won't be exposed to direct sunlight during the day.

The Board discussed and expressed their preferences regarding the different options for the font, colors, and light fixtures. Most of them preferred having the Times New Roman lettering (consensus that they did not like the Bodoni font), and white letters which will stand out especially at night. The Board would like to see more options for the light fixtures, something less crowded and cluttered. Also, it is important to consider a traditional style that blends with the City's buildings and to be thematically consistent with the library design. The Director showed as a reference the lettering from City Hall and its location. Mr. Manetti remarked that this building is south facing with direct sunlight exposure. Mr. Manetti will look for alternate lighting options.

Mr. Camp strongly feels that the lettering should have the same font size and to be centered (more of a "V" configuration).

Mr. Manetti and Mr. Ong presented 6 different options for the Virginia Avenue signage. The options included banners hanging from the streetlight poles, and showed different options of mounted lettering, banners, and logo placement. They noted that the banners could be interchangeable for different library events.

There general consensus from the Board was for the mounted banners on the streetlights, since they are informational, and can lead people coming from Broad Street. The Board preferred the lettering below the arched windows, and did not like the logo options presented.

The Director expressed her preferences for the banners on the streetlights. The option provides flexibility and the ability to have different banners for special events (for example, the upcoming 125th library anniversary). She prefers to not have the lettering on the building on the Virginia Ave. side because it looks crowded. On the Park Ave. side she agrees with the Board on the font (Times New Roman). Ms. Carroll prefers to have "Public Library" bigger (as shown in the presentation) because it provides balance. In response to the lettering size discussion, Mr. Manetti stated that to have the same font size on the lettering, either they have to space the letters differently to get them to line up or it would have to be a "V" shape. Mr. Camp emphasized having all the lettering same size and in a V shape.

Mr. Manetti mentioned there might be a cost implication if all the letters are the same font size. There is time to make a decision about the lettering. Mr. Millard is waiting for the lettering samples to arrive and to be presented to the Board. Mr. Manetti suggested seeing all the three different font colors and size on the library wall so the Board can make a decision.

The library Director, along with Mr. Millard, is working on a schedule for tours for the Board to the construction site either March 3 or 4. She will notify the Board once she set up the dates.

Mr. Manetti and Mr. Ong also presented different stair finish options including rubber treads, tiled stair, carpet tile, and broadloom carpet. There was an option to have the stairs with a gradient effect. The preference for the custodian who will be taking care of the cleaning, was the rubber treads since it's easier to maintain. The Board agreed to let staff and the construction crew decide on the best option.

Mr. Millard discussed milestones at the construction site:

- Drywall is almost completed through all the building. Lower level is completed, the metal frame walls are primed and painted, duct work and pipes are insulated.
- The acoustical ceiling installation will start Monday .
- Windows are being installed on Virginia Avenue and may be completed by the middle of next week, if weather permits. Snow and rain have been delaying some of the roof work and site work and pavers.
- They started working setting up the new HVAC system including the mechanical and electrical infrastructure.
- Finalizing the layout for the AV systems.

The landscaping plan will be provided and presented to the Board at the March meeting.

8.- LIBRARY REPORT AND ANNOUNCEMENTS

- Curbside service will be suspended tomorrow and potentially Friday as well due to the snow storm weather alert. Curbside pickups have been increasing - yesterday there were 128 pickups and today 146.
- The FY22 budget was reviewed by Finance and the City Manager. The .5 custodial position was included in the library budget; the technology librarian position was not included. However, the Director will keep advocating for it since it is greatly needed.
- There is a new Storywalk display at Lincoln Park. This program is funded by the MRSPL Foundation Inc.

9.- LIBRARY FOUNDATION REPORT

- The Foundation implemented a corporate sponsor program. The first sponsor is the Young Group Corporation who provided \$1,000 and will become an annual sponsor. The Foundation will honor them on their website. Mr. Camp asked for the Board's help to provide ideas and recommend volunteers who can help lead this program and have knowledge of the business community.
- The Foundation is evaluating funding options for the new building. Mr. Camp encouraged the Board to share ideas for items to include.
- The Foundation is working on a program to provide books to children in need in the community. Once the Foundation has the liability insurance to cover volunteers, they will start looking for people who want to be part of this project. Mr. Camp thanked Ms. Tysse for her leadership on this program.

10.- COUNCIL LIAISON REPORT

- Council will start working on considerations for the FY22 Budget in early March.
- The school buildings will be reopening next week.
- The grand opening ribbon cutting virtual video of the new high school will be up Sunday, February 28 at 1:00 pm. It will air on Falls Church cable and the FCCPS YouTube channel.
- Council issued a proclamation recognizing March as Women's History Month. There will be a Women's History walk in May. Ms. Mary Riley Styles is always recognized along with another 50 women from the Community. Ms. Connelly will present a fact a day about a woman who is included in the history walk through social media.

11.- ARTS AND HUMANITIES COUNCIL REPORT

No report.

12.- POLICIES TO DISCARD – MAIL, KITCHEN/STAFF LOUNGE

The Director explained that the library has many policies that are mostly procedures. All public facing policies will be included on the library's website and procedures will be maintained internally for library staff. The Board will review policies on a regular basis.

The Mail Policy describes how the library sends and receives mail. As for the Kitchen and Staff Lounge Policy, it outlines the staff cleaning responsibilities. Ms. Carroll requested the Board discard the policies; procedural information will be added to the library procedure manual.

Upon a motion duly made by Ms. Peterson and seconded by Mr. Camp, the Library Board approved the two policies to be withdrawn from the policy manual and converted at the Director's discretion into procedures.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Jeff Peterson **AYE**

Mr. Patrick Cronin **AYE**

Mr. Don Camp **AYE**

Ms. Kathleen Tysse **AYE**

Ms. Chrystie Swiney **AYE**

Ms. Molly Novotny **AYE**

13.- LIBRARY POLICY FOR APPROVAL – CHAIN OF COMMAND

The Director addressed and explained some of the changes to this policy that Management Team worked on. She pointed out the different lines of authority, which only apply to permanent positions. This policy is used when the Director is not present in the building and decisions need to be made in case of emergencies and other situations.

Ms. Oppenheimer suggested making the bullets numerical and adding bullets to the priority departments for more clarity.

Upon a motion duly made by Ms. Novotny and seconded by Ms. Swiney, the Library Board approved the amended Chain of Command policy on its first reading.

ROLL CALL VOTE

Ms. Stephanie Oppenheimer **AYE**

Mr. Jeff Peterson **AYE**

Mr. Patrick Cronin **AYE**

Mr. Don Camp **AYE**

Ms. Kathleen Tysse **AYE**

Ms. Chrystie Swiney **AYE**

Ms. Molly Novotny AYE

14.- EQUITY DISCUSSION

Due to shortage of time to discuss this item, the Board discussed other options including adding another meeting or moving the item to March. The Board agreed to meet virtually on Thursday, February 25 at 7:00 pm. Ms. Oppenheimer presented the discussion questions:

- What is your emotional response?
- What was your aha moment?
- What would you do differently?
- What can the Board do differently?

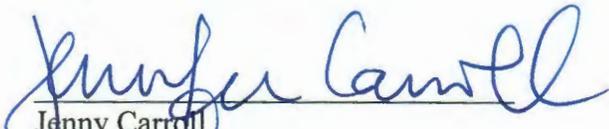
15.- BUSINESS NOT ON THE AGENDA

None

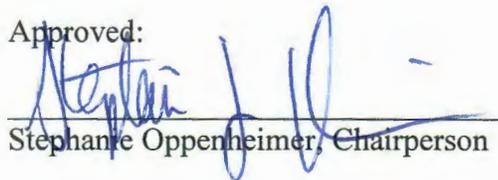
16.- ADJOURNMENT

Upon a motion duly made by Ms. Tysse and seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 9:00 PM.

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

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.