

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, 2022

1. CALL TO ORDER

Chairperson Stephanie Oppenheimer called the meeting to order at 6:02 p.m.

2. ROLL CALL AND INTRODUCTION OF GUESTS

The following Board members attended the meeting:

Stephanie Oppenheimer
Jeff Peterson
Janis Johnson
Bizzy Bracken
Patrick Cronin
Molly Novotny (Tardy)
Chrystie Swiney (Tardy)

Youth Representative Raissa Borges and Erin Tarpgaard – absence excused
School Board Liaison Sue Dimock was not present

Others present for the meeting included: Library Market Project Manager Lindsay Sarin, City Council member Marybeth Connelly. Library Director Jenny Carroll and Sr. Administrative Assistant Claudia Gutierrez were also present.

The website presentation from agenda item 5 (Library Report and Announcements) was moved up. Ms. Carroll remarked that a couple of the reasons Library Market was selected to develop and design the Library's website is because they did a great job with the Library Calendar and their focus is public libraries.

LIBRARY WEBSITE UPDATE

Ms. Sarin introduced herself as a former librarian. She has been working for Library Market for a couple of years. She presented the design prototype for the library's website. Some of the features included the color palette, full accessibility to different menus, newsletter sign up, quick links, access to patrons' accounts, resource access, catalog, and access to library calendar without having to exit to another website as the current library website does. The website will be fully accessible for mobile devices and PCs. Authorized library staff will be able to add content to the website. The intention for this new library website is to be more dynamic and user friendly.

There was a discussion about visual options of the main menu bar, since when hovering on the top menu, it covers the search bar. It was duly noted the Board's concern about the disappearing search bar when the main menu is displayed. Ms. Lindsay shared some of the comments from the stakeholder and staff website surveys that Library Market submitted. Some of the comments were that the current library website is more aligned with a government site, information is too crowded, a preference for a more user friendly website, and to have ready access to their library account. There was a discussion

about language translation and Ms. Sarin provided information about options. Ms. Sarin informed the Board that the website launch is slated for September 6.

3. RECEIPT OF PETITIONS

No petitions.

There was a separate discussion about the library's new opening hours, and whether there were any comments or requests to change the current library hours after the City's budget approval. There was a recent email sent to City Council regarding increasing or changing hours on Sundays. No changes are planned to library hours.

4. APPROVAL OF MAY 18, 2022 MEETING MINUTES

Upon a motion duly made by Mr. Peterson and seconded by Mr. Cronin, the Library Board approved the May 18, 2022 Meeting Minutes.

5. LIBRARY REPORT AND ANNOUNCEMENTS

- Summer Reading Program started with many programs for children and adults. There will be a World Music performance from Project Locrea on Saturday June 25 from 1pm to 3pm.

EQUITY UPDATE

- The diversity audit on Overdrive for eBooks and eAudiobooks has been completed. The library is on par with other libraries.
- As for the physical collection, Baker & Taylor who is the main vendor for books, is working on the set-up of a data analysis regarding diversity.

LIBRARY PROJECT UPDATE

- Waivers of release were signed by subcontractors and Centennial
- Final invoice was received and is being reviewed
- The Matthews Group (TMG) is pricing additional items and we should receive pricing soon. This is for the dumpster enclosure, electrical items, etc.
- A purchase order was issued for a mini-split (air conditioning unit) in the Communications Room (IT room), with work to begin within 2 weeks.
- Kitchen renovation scheduled for the library's staff lounge is to start at end of June.

DRAFT FY2022 ANNUAL REPORT

The Director presented the annual report draft. It will be updated in July with June's statistics. After discussion, the Board recommended some changes. The Board also suggested to include group-study room usage in the report, as they have been heavily used. Ms. Carroll will include all the changes to the annual report and will present the updated report to the Board in July, which will be presented to Council.

Upon a motion duly made by Ms. Swiney and seconded by Ms. Johnson, the Library Board approved the FY2022 Annual Report draft with the suggested changes.

6. COUNCIL LIAISON REPORT

- Fewer Council meetings for the summer.
- Council approved Baker & Taylor and Overdrive contracts for the library.
- The new fiscal year 2023 budget starts on July 1.

Ms. Connelly suggested inviting City Council to participate in the library's summer reading program. Ms. Carroll will verify with City Manager Wyatt Shields on how to handle the invitation.

7. SCHOOL BOARD LIAISON REPORT

No report.

8. LIBRARY FOUNDATION REPORT

- The Foundation will meet on Tuesday June 21.
- Ms. Carroll stated that request from the Foundation includes book discussion materials, summer reading prizes, Freegal (music service), Wowbrary subscription (book river on the current library website and newsletters), read-aloud books from Vox Books, performers, and supplies. Additional items for future consideration are Savannah/Orange Boy (patron lifecycle management software) and a replacement for the Falls Church History Room database.

9. ARTS AND COMMUNITIES COUNCIL REPORT

Ms. Swiney mentioned that in the last meeting there was nothing relevant to the library. This Council will meet tomorrow.

10. LIBRARY BOARD PLANNING

Ms. Oppenheimer restated that she will be stepping down from the Chair position in July. She is also considering not renewing her service on the library Board since she has been a Board member for 10 years. She would like a new generation to serve the library Board. Her term is ending as of June 30th however, she will stay until a replacement can be found. Succession planning should look at the diversity of the board including age and ethnicity. Mr. Peterson's will end in June 2023 and he indicated that he will not be seeking reappointment. There was a discussion and conversation about the importance of having institutional knowledge on the Board.

In July, there will be elections for Board Chair and Vice Chair. This usually happens after Board term appointments or re-appointments in June. Library Trustees should not also be directors on the MRSPL Foundation board. They can be volunteers to the Foundation, but not official members.

11. ON-GOING EQUITY DISCUSSION

- There are displays for the Pride Month at the library. There was a recommendation to have something more visual, perhaps a flag.
- The business community at Eden Center and the Asian Community in Falls Church will be considered in the Strategic Planning. There will be outreach to those communities.
- The new library website will be an important piece of the equity and diversity effort.

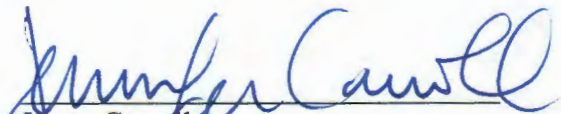
12. BUSINESS NOT ON THE AGENDA

None

13. ADJOURNMENT

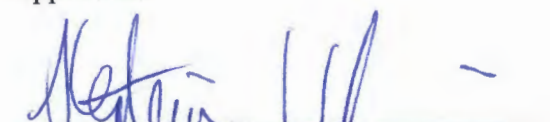
There being no further business, upon a motion duly made by Ms. Novotny and seconded by Mr. Peterson, the Board of Trustees voted unanimously to adjourn the meeting at 7:50 p.m.

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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