

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
July 20, 2022

1. CALL TO ORDER

Chairperson Stephanie Oppenheimer called the meeting to order at 6:01 p.m.

2. ROLL CALL AND INTRODUCTION OF GUESTS

The following Board members attended the meeting:

Stephanie Oppenheimer

Jeff Peterson

Janis Johnson

Bizzy Bracken

Molly Novotny

Christie Swiney (Participated electronically)

Patrick Cronin (Absence excused)

Ms. Chrystie Swiney participated in the meeting via cell phone. Ms. Swiney stated that she was at home and had childcare issues.

Upon a motion duly made by Ms. Novotny and seconded by Ms. Johnson, the Library Board unanimously moved to allow Ms. Swiney to participate at tonight's Board meeting by conference call under the resolution adopting the policy for electronic participation in meetings.

Others present for the meeting included: School Board Liaison Sue Dimock, Library Director Jenny Carroll and Sr. Administrative Assistant Claudia Gutierrez. City resident Elise Stein was present as well.

3. RECEIPT OF PETITIONS

No petitions.

4. APPROVAL OF JUNE 15, 2022 MEETING MINUTES

Upon a motion duly made by Mr. Peterson and seconded by Ms. Bracken, the Library Board approved the June 15, 2022 Meeting Minutes.

5. LIBRARY REPORT AND ANNOUNCEMENTS

UPCOMING SUMMER PROGRAMS:

- Teen Escape Room Program - July 21.
- Sing Books with Emily - July 23.

- Bright Star Theater will present The Little Mermaid on July 30.
- Used book sale on July 30 – July 31.
- Wes Iseli Magic Show - August 6.

LIBRARY PROJECT UPDATE:

- New exterior light sign has been installed
- Stair tread replacement at the bottom of the front stairs.
- Library Staff Lounge/Kitchen renovation scheduled installation the first week of August.
- Awaiting final pricing from The Matthews Group (TMG) for additional items.
- There will be a walking tour for the Great Streets Project on Park Avenue on August 1 from 7pm to 8:30 pm starting at the library. The project may have impacts on parking for the library. There is an advocate group that wants to limit parking and car traffic on Park Avenue. The Board expressed concerns about the ADA parking for the library in particular. Ms. Carroll encouraged the Board to attend the walking tour and express their opinion or concerns. There was a suggestion to reach out to this Advocate Group and invite them to the August Board meeting to present their proposal.
- Library staff received active shooter and Stop the Bleed training on July 8th.
- The kick off meeting for the Strategic Planning process with ReThinking Libraries, LLC started today. The plan is to start with a survey, then community sessions in October and a strategic retreat in November. More information to come.

6. COUNCIL LIAISON REPORT

No report

7. SCHOOL BOARD LIAISON REPORT

- There has been a discussion about security in the schools.
- The School Board has been discussing the school calendar and a policy to provide guidelines on future calendar discussions. Ms. Dimock invited the Board to provide any feedback or suggestions.

8. LIBRARY FOUNDATION REPORT

Ms. Carroll presented the Foundation report:

- Two Board members were appointed to the Foundation: Amy Sondermann who will be running the business partnerships, and Andrew Painter who will be focusing on donor relations. He will also be the liaison for the Chamber of Commerce. Both are library patrons and have experience serving multiple nonprofit Boards.
- The Foundation is working on projects for the Fall and will be recruiting more volunteers.
- The Foundation is planning to have a Strategic Plan starting in early 2023.
- The 2023 financial request from the library Director was approved for \$14,135. The fund includes supplements for the Adult and Youth Services programming, VOX books which are replacing picture books in bags, book groups materials, summer reading prizes and Wowbrary. The Foundation with input from library staff is evaluating Freegal (downloadable music service) and the return on investment. The current subscription will expire in March 2023.

There was a conversation about the different streaming options. Ms. Carroll will explore these options.

- The Foundation applied to participate as a non-profit volunteer at the Beer Garden at the City's Fall Festival on September 17. If they are selected, 20% of the sales will go to the Foundation. The library will have a tent at the Fall Festival and will share space with the Foundation.
- The Foundation is discussing having their Chair serving as a liaison to library staff to ensure communication and appropriate contact.
- The Foundation will research the Combined Federal Campaign; application starts December 1st. More information to come closer to December.
- The Foundation is scheduling open regular meetings. The next one will be on August 2 from 3:30 pm to 5:00 pm.

9. ARTS AND COMMUNITIES COUNCIL REPORT

No Report

10. ROLE OF THE LIBRARY BOARD

The Board has a Chapter of the City Code and their duties are:

- General supervision of the library.
- Establishing policies.
- Keeping the City Council and City Manager informed through the library Director meetings with the City Manager and the library's Annual Report.
- Maintaining appropriate liaison with other libraries and LVA, state/national associations through the library Director.
- In consultation with the City Manager, recruiting to fill the vacancy of library Director when needed.
- Preparing annually the budget with the library Director.
- Annual meeting electing officers and adopting bylaws and schedule for the next year.

11. BOARD BUSINESS MEETING

Ms. Oppenheimer reiterated her gratitude to the Board after the year she served as the library Board Chair. The Board thanked her for her professionalism and hard work that she provided to the Board.

ELECTION OF OFFICERS CHAIR AND VICE CHAIR

Upon a motion duly made and seconded by Ms. Oppenheimer, the Board nominated Mr. Jeff Peterson to be the new library Board Chair.

Ms. Swiney nominated herself as a Vice Chair until she is replaced.

Upon a motion duly made and seconded by Mr. Peterson, the Board approved Ms. Swiney to be the temporary new Vice Chair.

ADOPTION OF RULE OF PROCEDURE/BYLAWS

The Director presented the changes made to the bylaws: One was the updated code references with hyperlinks for the public to review, and a couple of changes on sections II and III. The electronic participation policy cannot be changed since they are Virginia Code.

Upon a motion duly made by Ms. Bracken and seconded by Ms. Oppenheimer, the Library Board unanimously approved the bylaws as amended.

ELECTRONIC POLICY RESOLUTION

The Board discussed the electronic participation policy. There were questions regarding the process when a Board member has a medical condition. Ms. Carroll will ask the City Clerk for clarification.

Upon a motion duly made by Ms. Oppenheimer and seconded by Ms. Johnson, the Library Board adopted the electronic participation resolution policy as written.

2023 SCHEDULE OF LIBRARY BOARD MEETINGS FOR ADOPTION

After a discussion about December, the Board agreed on changing the December 2023 meeting date from December 20 to December 13, 2023.

Upon a motion duly made by Mr. Peterson and seconded by Ms. Bracken, the Library Board unanimously adopted the 2023 schedule of library Board meetings with the change on December 2023 meeting.

The Board agreed to change the December 2022 Board meeting as well from December 21 to December 14, 2022

12. DRAFT FIVE YEAR PLAN DISCUSSION APPROVAL

Ms. Carroll presented the updated Five Year Plan, and once it gets approved, will submit to the Library of Virginia by August 1st. The plan includes results for FY2022, of which some items will be carried forward to FY2023. The plan for FY2023 focuses on the strategic planning activities.

There was a suggestion to include incentives for people to fill out surveys to have a better response rate. There was a request to ask ReThinking Libraries if they will conduct a scientific survey.

Upon a motion duly made by Ms. Bracken and seconded by Ms. Oppenheimer, the Library Board unanimously approved the Five-Year Plan as presented.

13. FY2022 ANNUAL REPORT PRESENTATION

Ms. Carroll presented the changes suggested at the June Board meeting. Mr. Peterson will attend the Council meeting on August 8th along with the library Director, to present the FY22 Annual Report.

14. ON-GOING EQUITY DISCUSSION

There was a comment about an elementary age girl who is struggling finding large print book copies for her reading level. Ms. Carroll suggested to get in touch with Youth Services Supervisor Jess Borchetta. It was noted that the assistive listening devices have been installed in the upper and lower level conference rooms.

15. TRUSTEE PHOTOS

Board members will provide photos or pictures will be taken at the August meeting.

16. BUSINESS NOT ON THE AGENDA

None

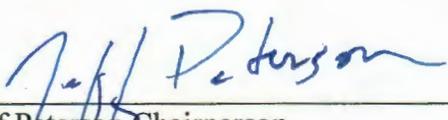
17. ADJOURNMENT

There being no further business, upon a motion duly made by Ms. Johnson and seconded by Ms. Novotny, the Board of Trustees voted unanimously to adjourn the meeting at 7:00 p.m.

Respectfully submitted,


Jenny Carroll
Library Director

Approved:


Jeff Peterson Chairperson

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

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