

MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: June 16, 2021

LOCATION: Meeting held via Microsoft Teams

1.- MEETING CALLED TO ORDER BY: Jeff Peterson at 7:02 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:

| <u>Library Board Members</u> | |
|-------------------------------------|------------------------|
| Mr. Jeff Peterson: | <u>✓</u> |
| Ms. Kathleen Tysse: | <u>✓</u> |
| Mr. Don Camp: | <u>✓</u> |
| Ms. Molly Novotny: | <u>✓</u> |
| Mr. Patrick Cronin: | <u>Absence excused</u> |
| Ms. Chrystie Swiney: | <u>Absence excused</u> |
| Ms. Stephanie Oppenheimer: | <u>Absence excused</u> |

Mr. Peterson mentioned that this is the last official Board meeting for Mr. Camp, who will be retiring as a long serving library Board member. Mr. Peterson gave official acknowledgement and appreciation to Mr. Camp in the name of the Library Board for his outstanding service and contributions to the library as a Board member and as a MRSPL Foundation member.

Mr. Camp thanked the Board for their cooperation and support. He expressed his pleasure and feels honored at having been part of the Board for so many years.

OTHERS PRESENT: CBC Youth Representatives Raissa Borges and Erin Tarpgaard. Library Director Jenny Carroll and Administrative Assistant Claudia Gutierrez.

Planning Commission Member Rob Puentes was not present.

TOPICS OF DISCUSSION:

4. RECEIPT OF PETITIONS

None

5.- APPROVAL OF MAY 19, 2021 MEETING MINUTES

Upon a motion duly made by Mr. Camp and seconded by Mr. Peterson, the Library Board approved the May 19, 2021 Virtual Meeting Minutes with minor changes.

ROLL CALL VOTE

Mr. Jeff Peterson AYE

Ms. Kathleen Tysse Abstained

Mr. Don Camp: AYE

Ms. Molly Novotny AYE

6.- LIBRARY PROJECT UPDATE

Mr. Millard presented his report to the Board:

Less than two weeks away from substantial completion on June 25. From Monday June 28 through Wednesday June 30, there will be the walk-through with building officials.

Lower Level

- 99% completed. All the flooring and final painting has been completed, hanging exit signs have been installed, some light fixtures were changed, TVs are hung. Doors, glass and hardware are in place.

Main Level

- 95% completed. Flooring is not full completed yet since this area is being used to store furniture. Bathroom tiles and fixtures are being installed. Next week, the flooring will be completed and the building will be close to being completed.
- The stairwell area needs final painting. A platform needed to be installed to arrange some of the lighting fixtures which has now been removed. The store front door and glass have been installed.

Exterior

- 95% of the brick pavers have been installed, the ADA ramp brick work is still in progress. The alley will be paved and striped. The dumpster will be installed once the paving is done.

- Next week, IT staff will be working on the servers. The fire alarm will be tested.
- Staff furniture is in the building The rest of the furniture will be arriving between June 21 and July 7, including the mural for the children's room.
- The shelving units will arrive in the building on June 28. All of the furniture will be in the building by the end of the first week of July.
- The elevator has been built. There have been some issues with the elevator's. This caused delays which are being resolved.

Budget and Moving Timeline

Budget has been healthy. There are funds in the owner contingency budget. Once Centennial finishes their contract, there will be an assessment to determine additional needs for which the contingency will be used. The remaining money for the owner contingency might be used to cover scope gaps and to benefit library's additional needs. The intention is to hold onto left over money in case something comes up once the new building is used for at least a year. Substantial completion will be on June 25. The building inspector will do a walk-through of the building. Final completion tentatively will be July 25.

The Director noted that the moving process will start after the July 4th Holiday. A moving timeline and schedule will be set up with Kloke (the moving company). This schedule will depend on when the temporary certificate of occupancy is awarded. There will be two-weeks of pre-opening activities including final changes on furniture location, patron trial runs, staff training, and tours. The tours will include a preview tour for the Falls Church News Press. The FCNP has also asked the Director to write a guest commentary for next week's edition.

The temporary library location at the TJ trailers will be closed for approximately four weeks. The book return at the trailer will remain open until the exterior returns at the new building are operational. Library material due dates will be extended; auto renewals and elimination of overdue fines are still in effect. Reserves will be put on hold while the library is closed for moving.

The reopening date has not been confirmed. The expectation is that will be determined after substantial completion and the inspections are completed. There was a question about City Manager Wyatt Shields' reopening plans for City buildings and whether the library will have limited occupancy when opened. Ms. Carroll stated that the library will not have COVID related limited occupancy as both occupancy and social distancing guidelines have been lifted. The State Emergency Order is expected to expire on June 30. The City's guidance regarding mask wearing is that if you are vaccinated, you don't have to wear a mask in City facilities. However, staff is encouraged to use masks in City facilities.

Dedication and Foundation Plaque

Several plaques will be installed in the building including one for the Foundation's donation that sponsored the mural in the children's area. Another plaque will commemorate the project and include library Board Members and City Council members who served the City between 2016 and 2021. Also to be included: Former Library Director Mary W. McMahon, current Director Ms. Jenny Carroll, City Manager Wyatt Shields, BKV Group Architects, Centennial Contractors Enterprises Inc., and Project Manager Lionel Millard. Ms. Carroll recognized Mr. Millard for his dedication and commitment to the library project, and for keeping the project on budget and on schedule.

There was a discussion about the content and layout of the dedication plaque. The Board asked Ms. Carroll to make some changes in the content and how they wanted their names to appear on the plaque. The Board suggested and agreed to remove BKV Group, Centennial and the bond referendum information. It was suggested to include the middle initial of all the people that will be on the plaque.

7.- LIBRARY REPORT AND ANNOUNCEMENTS

- **LIBRARY LOGO REFRESH**

Ms. Carroll presented the refreshed library logo. Different formats are included that can be used for social media, the library website, business cards, letterheads and flyers, etc. The Board liked the different logo options. The Board discussed and made suggestions on the layout of the library name in some of the versions and the color of the text.

- **EBOOK ADVOCACY**

Ms. Carroll sent out information to the Board about eBook advocacy. Fairfax Library Director Jessica Hudson is willing to attend an MRSPL Board meeting in August or September to provide more information to the Board.

- **DRAFT FY2021 ANNUAL REPORT**

Ms. Carroll presented the updated annual report which covers July 1, 2020 through June 30, 2021. Once the report is finished, it will be taken to Council in late July. The intention is to provide the annual report to Council after board appointments in June. The content of the annual report includes information about the library's services, activities and programs, including statistics which will be updated in early July to capture the entire fiscal year. The Star Library Award for the library will be included as well. The Board provided some suggestions and changes to the draft.

Upon a motion duly made by Ms. Tysse and seconded by Mr. Peterson, the Library Board approved the Annual Report Draft with minor changes and with the stipulation that the Director will update the statistics for the entire fiscal year.

ROLL CALL VOTE

Mr. Jeff Peterson AYE

Ms. Kathleen Tysse AYE

Ms. Molly Novotny AYE

Mr. Don Camp: AYE

More Announcements

- The Council Appointments Committee met and interviewed candidates for the two Library Board vacancies. Council will make a decision on June 28th.
- The library is recruiting and hiring Library Pages, Library Assistant I Substitutes, and a part-time Custodial position.
- Overdrive, which is the provider for eBooks and eAudiobooks, purchased Kanopy who provides streaming movies. Hopefully, the merger will provide an opportunity for different payment models such as subscriptions. The Director will monitor and keep the Board informed.
- The City will receive from the ARPA (American Rescue Plan Act) funds about \$18M. City Assistant Manager Cindy Mester is working on guidelines. Ms. Carroll informed the Board that in addition, the library will be receiving ARPA funds from the Library of Virginia. Once she reads all the material that was sent to her, she will provide more information to the Board. She will also be attending a training late June regarding this LVA funding.

Mr. Camp commented that the library should fight to get the most of this one-time funding benefit. According to the City's fact sheet information regarding broadband access in Falls Church, the library should be part of it as well. He added that other localities are providing hot spots for patrons to checkout.

Mr. Peterson suggested adding this topic to the next Board meeting and include information about past years unmet needs. Mr. Camp suggested considering using some of the ARPA funds to have a website exclusively for the use of the library and for patrons to login.

There was a question from Mr. Peterson about meetings in person. Ms. Carroll mentioned that City Clerk is working on it and these meetings might be starting in August or September. Once there is more information, Ms. Carroll will provide it to the Board.

8.- LIBRARY FOUNDATION REPORT

- The Foundation held a meeting last week and discussed ways to support the library opening. They are working on having a preview event close to the opening for potential corporate donors with a small reception.
- The Foundation is working on selling branded items such as t-shirts.

- The Foundation provided a \$50,000 donation to cover the cost of the children's mural and furniture for the staff room.
- The Foundation will provide \$17,000 to the library to cover the needs for the fiscal year 2022 at the Director's request – to include paying for Freegal, Wowbrary, the Summer Reading Program prizes, Book Clubs titles and volunteer thank you events.
- There was a discussion about a Foundation display board in the library. The Director will look for suitable location. This will highlight Foundation events, fundraising and informational brochures.
- The Foundation is joining the Falls Church Chamber of Commerce suggested by Ms. Jess Sabo. This will provide the Foundation with more visibility in the corporate community in the City.
- Ms. Kathleen Tysse was nominated to be the library Board's liaison for the Foundation.
- The Foundation endowment is doing very well and has benefited from the stock market as well. The annual interest from the endowment will allow for regular funding to the library.

9.- COUNCIL LIAISON REPORT

Ms. Carroll provided the report from Ms. Connelly:

- Council received equity ideas from Boards and Commissions which were robust and covered many areas and topics. They are reviewing to see which are useful to all Boards and Commissions and which are long and short term. There is a link with the information in the June 7 Council meeting materials.
- Council is working on the Falls Church Gateway Partners through the summer.
- It is expected to have Council and Board meetings in person in August or September. They are working on developing the process of continuing recording meetings and allow for additional online participation as now permitted by State Law.
- At last Monday's Council meeting, they were informed that the library will be opening in late July or early August. Council suggested that in addition to online notifications, there should be additional signs in the fencing at the TJ site for better visibility.

Ms. Carroll stated that she and Ms. Finarelli (Office of Communications) had a conversation about informational banners for the public.

10.- ARTS AND HUMANITIES COUNCIL REPORT

No report

11.- POLICIES TO DISCARD – MATERIALS DISCARD

This policy has been incorporated into the Collection Management Policy which was approved by the Board in May.

Upon a motion duly made by Ms. Novotny, and seconded by Mr. Camp, the Library Board approved to discard the Materials Discard Policy.

ROLL CALL VOTE

Mr. Jeff Peterson **AYE**

Ms. Kathleen Tysse **AYE**

Ms. Molly Novotny **AYE**

Mr. Don Camp: **AYE**

12.- LIBRARY POLICY TO APPROVE: 1ST READINGS – MEETING ROOM POLICY (AND LIBRARY CALENDAR REVIEW); PRIVACY POLICY; LIBRARY CARD POLICY

Ms. Carroll mentioned that the previous Meeting Room Policy included a limited use of the library meeting room to City Government and school staff only. This new policy incorporates the new additions of the large and medium conference rooms, and study rooms.

Included is a draft of the terms and conditions for the rooms' use. The Board will approve the policy and the terms and conditions will be a document that is adjusted by the library staff as needed and the Board will be informed of changes.

The Director reviewed the policy with the Board explaining what the rooms can and cannot be used for. New meeting room scheduling software will be implemented so that the public can reserve rooms from the library website. If someone comes to the library and one of the rooms is not booked they can ask staff to reserve it for them.

There was a discussion regarding the terms and conditions and applicants under 18 years old. There was also a discussion about potential problems with groups using the rooms inappropriately. The Director mentioned that the Policy includes the approved library behavioral guidelines. The Board agreed to remove the bullet about the applicants being 18 years old and being supervised by an adult from the terms and conditions.

Upon a motion duly made by Mr. Camp and seconded by Ms. Tysse, the Library Board approved the Meeting Room Policy on its 1st reading.

Mr. Peterson commented that VPIS is eager to hold their meeting in one of the library new meeting rooms. Since they have a social time at the end of their meetings, he asked about having alcohol in the meeting rooms. Ms. Carroll stated that no alcohol is permitted in any City facilities.

ROLL CALL VOTE

Mr. Jeff Peterson **AYE**
Ms. Kathleen Tysse **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp: **AYE**

The Privacy Policy was formerly known as the Confidentiality Policy. There was a recent change to the Virginia Freedom of Information Act permitting access to children under the age of 18 library patron’s account by the parent, including noncustodial parent, or guardian. This policy was reviewed by the City Attorney Carol McCoskrie.

There was also a section added regarding historical records. Another update was the addition of cardholders being able to unsubscribe from newsletter and notifications either from MRSPL or the Library Foundation at any time.

Upon a motion duly made by Ms. Novotny and seconded by Ms. Tysse, the Library Board approved the Privacy Policy on its 1st reading.

Mr. Camp requested amending the motion above and suggested changing some of the wording to clarify that the patron’s historical records will be kept only for 30 days unless the patron requests otherwise. It was also added that any circulation records saved to the account may be available to legal authorities.

Ms. Novotny accepted the motion amended.

ROLL CALL VOTE

Mr. Jeff Peterscn **AYE**
Ms. Kathleen Tysse **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp: **AYE**

The Library Card Policy was changed to reflect the updated privacy policy. A temporary eCard was added to the policy with a 30-day period to pick up their physical library card. Also added was an opportunity card allowing for those who are residing temporarily Falls Church or any COG jurisdictions including homeless people to access limited services.

Upon a motion duly made by Ms. Novotny and seconded by Mr. Camp, the Library Board approved the Library Card Policy on its 1st reading with minor changes.

ROLL CALL VOTE

Mr. Jeff Peterson **AYE**
Ms. Kathleen Tysse **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp: **AYE**

13.- EQUITY DISCUSSION – OPTIONS PRESENTATION

Due to lack of time, this item will be discussed at the next Board meeting.

14.- BUSINESS NOT ON THE AGENDA

None

15.- ADJOURNMENT

Upon a motion duly made by Mr. Camp and seconded by Ms. Novotny, the Library Board voted unanimously to adjourn the meeting at 9:10 PM.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Jeff Peterson, Vice Chairperson

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

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