

## MINUTES OF LIBRARY BOARD MEETING

**PURPOSE OF MEETING:** Regular Library Board Meeting

**DATE OF MEETING:** July 21, 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](http://www.fallschurchva.gov/362/Library-Board-of-Trustees)

### **3.- ROLL CALL AND INTRODUCTION OF GUESTS**

#### **THOSE PRESENT:**

##### **Library Board Members**

Ms. Stephanie Oppenheimer: ✓  
Mr. Patrick Cronin: ✓  
Ms. Kathleen Tysse: ✓  
Ms. Molly Novotny: ✓  
Ms. Chrystie Swiney: ✓  
Ms. Janis Johnson ✓  
Mr. Jeff Peterson: Absence excused

**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.

Ms. Oppenheimer welcomed Ms. Johnson, the new Library Board member.

#### **TOPICS OF DISCUSSION:**

### **4.- BOARD BUSINESS MEETING:**

#### **• ELECTION OF OFFICERS**

Ms. Oppenheimer explained to the Board the procedure for electing Chair and Vice Chair. Ms. Swiney expressed her concern about Mr. Peterson not being present during the

voting. Ms. Carroll mentioned that this happened before and according to the Bylaws, the only requirement is having a quorum.

Ms. Swiney nominated Ms. Oppenheimer for Board Chair and she accepted.

**ROLL CALL VOTE FOR CHAIR**

- Ms. Stephanie Oppenheimer: AYE
- Mr. Patrick Cronin: AYE
- Ms. Kathleen Tysse: AYE
- Ms. Molly Novotny: AYE
- Ms. Chrystie Swiney: AYE
- Ms. Janis Johnson AYE

Ms. Oppenheimer nominated Mr. Peterson for Vice Chair.

**ROLL CALL VOTE VICE CHAIR**

- Ms. Stephanie Oppenheimer: AYE
- Mr. Patrick Cronin: AYE
- Ms. Kathleen Tysse: AYE
- Ms. Molly Novotny: AYE
- Ms. Chrystie Swiney: AYE
- Ms. Janis Johnson AYE

**• ADOPTION OF RULE OF PROCEDURES/BYLAWS**

**Upon a motion duly made by Ms. Swiney. and seconded by Mr. Cronin, the Library Board adopted the Library Board Rules of Procedure and Bylaws.**

**ROLL CALL**

- Ms. Stephanie Oppenheimer: AYE
- Mr. Patrick Cronin: AYE
- Ms. Kathleen Tysse: AYE
- Ms. Molly Novotny: AYE
- Ms. Chrystie Swiney: AYE
- Ms. Janis Johnson AYE

There was a minor change in the Electronic Participation Policy in item I-D which refers to participation electronically of no more than two times per calendar year or 25%, whichever is greater. For the library Board this translates into 3 times annually. The policy was written according to State Law and the language or content cannot be modified. Also a motion needs to be read every time there is an electronic participation from any Board member.

Adoption of the Electronic Participation Policy and Resolution will be held over to the August meeting due to requested clarification on the wording of reasons for participation electronically.

• **2022 SCHEDULE OF LIBRARY BOARD MEETINGS FOR ADOPTION**

**Upon a motion duly made by Ms. Novotny and seconded by Ms. Swiney, the Library Board adopted the 2022 Schedule of Library Board Meetings as presented.**

**ROLL CALL**

Ms. Stephanie Oppenheimer: **AYE**  
Mr. Patrick Cronin: **AYE**  
Ms. Kathleen Tysse: **AYE**  
Ms. Molly Novotny: **AYE**  
Ms. Chrystie Swiney: **AYE**  
Ms. Janis Johnson **AYE**

**5. RECEIPT OF PETITIONS**

None

**6.- APPROVAL OF JUNE 16, 2021 MEETING MINUTES**

**Upon a motion duly made by Ms. Novotny and seconded by Ms. Tysse, the Library Board approved the June 16, 2021 Virtual Meeting Minutes.**

**ROLL CALL VOTE**

Ms. Stephanie Oppenheimer: **Abstained**  
Mr. Patrick Cronin: **Abstained**  
Ms. Kathleen Tysse: **AYE**  
Ms. Molly Novotny: **AYE**  
Ms. Chrystie Swiney: **Abstained**

**7.- LIBRARY PROJECT UPDATE**

Mr. Millard presented his report to the Board:

The library construction is 99% completed. There are some miscellaneous items that need to be completed including finishing tile and vinyl flooring. Commissioning and inspections (including the fire alarm) are happening as well.

Indoor Environmental Quality (IEQ) testing will take place next week as part of LEED Silver Certification, which will be reported to and reviewed by the USGBC (United States Green Building Council). The Certification plaque would be expected in the Fall. Most of the furniture is in the building with a few items outstanding to be delivered.

The budget is healthy. In terms of schedule, after the inspections are completed, it is expected to have the building occupancy certification in place by early August. Until then, staff will be able to start putting together the collection, organizing the library, and receiving training. IT is working on setting up the network.

A tour was requested for the Board. The Director will schedule tours for Council, Library Board, and the Library Construction Oversight Committee once the inspections are done and everything is being set up.

## **8.- LIBRARY REPORT AND ANNOUNCEMENTS**

- A part time Custodial position, and temporary Library Pages and Subs have been hired. The library will be fully staffed by the time the library opens.
- The Director will be out of town tomorrow and Friday and available by phone or email.

## **9.- LIBRARY FOUNDATION REPORT**

The Foundation is working on having t-shirts and water bottles ready for sale for the library's reopening. There were some plans to have tour for sponsors before the grand opening but nothing has been finalized.

## **10.- COUNCIL LIAISON REPORT**

No report

## **11.- ARTS AND HUMANITIES COUNCIL REPORT**

Ms. Swiney mentioned that the Founder's Row mural is now in place and it's located at the end of Park and West. She added that the July meeting was canceled. She also informed the Board that this Council added an item to the end of every meeting called JEDI (Justice, Equity, and Diversity and Inclusion).

## **12.- DRAFT FIVE YEAR PLAN DISCUSSION**

Ms. Carroll updated the statement at the beginning of the plan. Last year's tasks and the upcoming year tasks have been updated as well. The main focus for next year will be strategic planning and acclimating to the new building. Ms. Carroll explained that this document is required by the Library of Virginia annually in order to receive State Aid. This document is meant to be a strategic plan that the Board adopts and reviews rather than it being a policy.

**Upon a motion duly made by Ms. Swiney and seconded by Ms. Johnson, the Library Board adopted the Five Year Plan as presented.**

## **ROLL CALL**

Ms. Stephanie Oppenheimer: AYE  
Mr. Patrick Cronin: AYE

Ms. Kathleen Tysse: AYE  
Ms. Molly Novotny: AYE  
Ms. Chrystie Swiney: AYE  
Ms. Janis Johnson AYE

### **13.- FY2021 ANNUAL REPORT PRESENTATION**

Ms. Carroll reminded the Board that the report was approved at the June Board meeting with the caveat to update the statistics and the suggestions from the Board. She presented the updated document to the Board. The annual report will then be presented to Council in August or September.

### **14.- POLICIES TO DISCARD**

- **FIVE YEAR PLAN**

After a discussion, the library Board agreed to have the five-year plan as a strategic plan rather than a policy.

**Upon a motion duly made by Ms. Swiney and seconded by Ms. Johnson, the Library Board approved discarding the Five Year Plan as a Policy.**

### **ROLL CALL**

Ms. Stephanie Oppenheimer: AYE  
Mr. Patrick Cronin: AYE  
Ms. Kathleen Tysse: AYE  
Ms. Molly Novotny: AYE  
Ms. Chrystie Swiney: AYE  
Ms. Janis Johnson AYE

- **MEMORIAL/HONORARIUM**

Ms. Carroll noted that the two following policies to discard are incorporated in the new Gifts and Donations Policy.

**Upon a motion duly made by Mr. Cronin and seconded by Ms. Swiney, the Library Board approved discarding this policy.**

### **ROLL CALL**

Ms. Stephanie Oppenheimer: AYE  
Mr. Patrick Cronin: AYE  
Ms. Kathleen Tysse: AYE  
Ms. Molly Novotny: AYE  
Ms. Chrystie Swiney: AYE  
Ms. Janis Johnson AYE

- **DONATED MATERIALS**

**Upon a motion duly made by Ms. Johnson and seconded by Swiney, the Library Board approved discarding the Donated Materials Policy**

**ROLL CALL**

Ms. Stephanie Oppenheimer: **AYE**  
Mr. Patrick Cronin: **AYE**  
Ms. Kathleen Tysse: **AYE**  
Ms. Molly Novotny: **AYE**  
Ms. Chrystie Swiney: **AYE**  
Ms. Janis Johnson **AYE**

**15.- LIBRARY POLICY TO APPROVE: 1ST READING – GIFTS AND DONATIONS**

**Upon a motion duly made by Ms. Tysse and seconded by Ms. Swiney, the Library Board approved the Gifts and Donations Policy on its first reading.**

**ROLL CALL**

Ms. Stephanie Oppenheimer: **AYE**  
Mr. Patrick Cronin: **AYE**  
Ms. Kathleen Tysse: **AYE**  
Ms. Molly Novotny: **AYE**  
Ms. Chrystie Swiney: **AYE**  
Ms. Janis Johnson **AYE**

**16.- . LIBRARY POLICIES TO APPROVE: 2ND READING**

- **MEETING ROOM POLICY**

The terms and conditions from this policy were updated according to the changes made by the Board on its first reading. Ms. Carroll remarked three issues that were considered: patrons under 18 being able to book a meeting room without supervision, no alcohol will be allowed in the library and the library meeting rooms will not be offered for social parties. There is a caveat that if there is a fundraising event of the MRSPL Foundation, it is under the Director's discretion to consider and approve having alcohol in the building.

There was a change in the wording on the terms and conditions regarding minors' supervision. The Unattended Children Policy will be referenced in it. Mr. Cronin advocated letting middle schoolers reserve a room without adult supervision.

Ms. Carroll will bring the updated terms and conditions for review and the Unattended Children Policy to the Board in August.

**Upon a motion duly made by Ms. Swiney and seconded by Mr. Cronin, the Library Board approved the Meeting Room Policy on its 2<sup>nd</sup> reading as presented.**

**ROLL CALL**

Ms. Stephanie Oppenheimer: AYE  
Mr. Patrick Cronin: AYE  
Ms. Kathleen Tysse: AYE  
Ms. Molly Novotny: AYE  
Ms. Chrystie Swiney: AYE  
Ms. Janis Johnson AYE

**• PRIVACY POLICY**

Ms. Carroll noted that this policy and the Library Card Policy are linked. The changes requested to the Privacy Policy were made including the ones requested by former Board member Don Camp. Ms. Carroll reviewed all of the changes

**Upon a motion duly made by Ms. Novotny and seconded by Ms. Tysse, the Library Board approved the Privacy Policy as presented.**

**ROLL CALL**

Ms. Stephanie Oppenheimer: AYE  
Mr. Patrick Cronin: AYE  
Ms. Kathleen Tysse: AYE  
Ms. Molly Novotny: AYE  
Ms. Chrystie Swiney: AYE  
Ms. Janis Johnson AYE

**• LIBRARY CARD POLICY**

**Upon a motion duly made by Mr. Cronin and seconded by Ms. Novotny, the Library Board approved the Library Card Policy as presented.**

**ROLL CALL**

Ms. Stephanie Oppenheimer: AYE  
Mr. Patrick Cronin: AYE  
Ms. Kathleen Tysse: AYE  
Ms. Molly Novotny: AYE  
Ms. Chrystie Swiney: AYE  
Ms. Janis Johnson AYE

## 17.- ARPA FUNDING DISCUSSION

The City will receive a total of \$18M in ARPA funds. The funds are divided into two tranches of \$9M each. One of them already has been received and the other one will be allotted in June of 2022. There are 4 categories provided by the US Treasury under which the funds are to be spent. Additional information can be found on the City website. The Library of Virginia received also ARPA funds through the IMLS (Institute of Museums and Library Services). These funds were divided into grants for public libraries according to the State Aid formula and the library will receive \$21,030 in addition to statewide resources provided by the Library of Virginia with ARPA funds.

The application deadline for the grant is next Wednesday, July 28, and the funds must be used by September 30, 2022. These funds have broader guidelines than the City's ARPA funds. The Library Management Team discussed options including past library unmet needs. The item that rose to the top as a priority is updating the library website and is the recommendation. Currently there are funds in the budget to pay for annual maintenance of the website as the library pays for its portion with the City site. If additional funding is required for the website project, it may be possible to acquire funding through the City ARPA funds. The suggested need for laptop loaning and hotspots that the Board suggested, can be funded in other ways. The Board agreed with the recommendation.

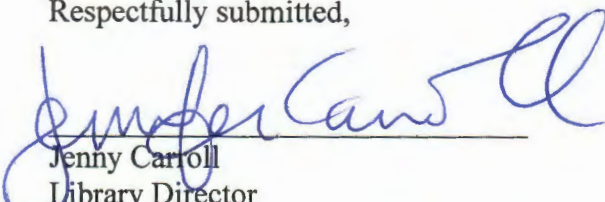
## 18. BUSINESS NOT ON THE AGENDA

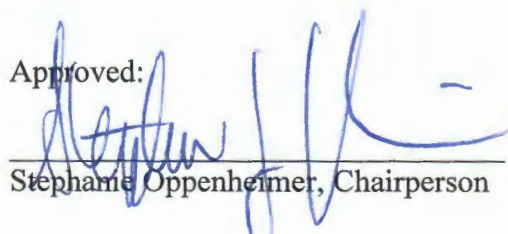
Ms. Swiney discussed preparations for the ribbon cutting ceremony. Initially a balloon arch was plan, however the current plan is for flowers. She invited the Board to donate if wanted, to have a bigger arrangement and to contact her.

## 19. ADJOURNMENT

**Upon a motion duly made by Ms. Novotny and seconded by Ms. Swiney, the Library Board voted unanimously to adjourn the meeting at 9:05 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



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