

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
December 10, 2014

Chair Charles Fegan called the meeting to order at 7 p.m.

Public Comments

- I. Jennifer McCullough, President, Fairfax County Public Library Employees' Association
- II. Minutes – motion accepted to approve the November 2014 minutes.

III. Chair's Report

- A Chair Fegan welcomed new board member, Darren Ewing, representing the Dranesville District filling the position formerly held by Kristin Cabral resigned in October 2014. Mr. Ewing looks forward to participating on the board and furthering the library's mission.
- B. The Board of Supervisors met on December 2, 2014. A Board Matter introduced by Chairman Bulova dealt with a response to a request from the Fairfax Citizen's Association. Chairman Bulova motioned for a response including a request from the Federation for a report on expenditures. After a discussion by the Board, the motion was approved to have the Office of Financial Audit add to its workload a review of the fiscal reporting practices and expenditure of gift funds. This review to include review of the revenue generated by the sale of donated books, monetary donations received and any financial transaction carried out by the Friend's Groups and departmental gift funds. This will be one of the matters at the January 20, 2015 meeting with the Board of Supervisors and the Library Board of Trustees and asks each board member to work closely with their Supervisor. The Auditor to the Board will generate the necessary form and it will be sent to the Friend's groups.

Mr. Heinrichs expressed concern that it is noted that the information is due by January 10, 2015. Mr. Clay agrees that the January 10 due date is too short and does not know what the timetable is.

Chair Fegan advised the Library board needs to come together to finalize preparations for the library survey. Afterwards the matter will go to the County Purchasing department for bids and finally the actual survey. Chair Fegan formally thanked the Ad Hoc Committee on the survey and are transferring the work to the Planning Committee. Priscille Dando, committee chair, is ready and very able to take on the responsibility. Other committee members are Liz Clements and Michael Donovan.

Chair Fegan reports he has received inquiries regarding the search for a new FCPL Director. He advises he has not heard too much. At the first meeting, the committee Chair was directed to perform research, which she has and will call a meeting in the very near future.

The BOS will meet with the BOT on January 20, 2015. This will be an excellent opportunity to state our case in a positive manner. We must be positive and respect the job the BOS perform. The BOS recently passed a resolution pertaining to the Library Board. There was a lot of negativity directed towards the library and the library board. We must be prepared when we meet on January 20th.

Chair Fegan congratulates the many recent staff promotions. It is good to see management positions filled at the branches. He also thanks the Advocacy group for their work with the State Legislature to get the capital and the library declared an essential service.

Chair Fegan congratulated Linda Schlekau and Mohammed Esslami on their recent appointments, and congratulated Rudy Rodela for his promotion to Branch Coordinator.

C. Annual filing of the Statement of Economic Interests – due December 15, 2014

IV. **Committee Reports**

- A. Library Foundation – Michael Donovan – reminder the Continuing Education deadline for staff and volunteers is on December 15, 2014. Employees and staff encouraged to apply.
- B. Budget Committee – Michael Donovan – no report.
- C. Evaluation & Communication Subcommittee – Scope of Contract – Karrie Delaney – the committee met on November 24, 2014 to discuss the draft scope of work. The committee made amendments to the document which included public input received from the online survey. The document was also reviewed by County Purchasing. The attached document is the final report and look forward to final approval from the Library board. Once approved, it will fulfill the obligations of this committee by allowing the document to go into the system which will be reviewed and a report will be sent to the committee containing information on potential vendors and contracts that exist with the County who may be able to meet the needs of the survey. In the event none meet the requirements, the committee will have the option to go through the RFP, and the document will be further amended.

Ms. Delaney made a motion to approve the Scope of Contract submitted by the Evaluation & Communication Subcommittee.

Mr. Heinrichs stated some public comments expressed confusion regarding the wording of the document. Some public comments suggested adding additional specific wording and that is not this document, it is the next stage of the process.

There was unanimous approval of the Scope of Contract submitted by the Evaluation & Communication Subcommittee.

Mr. Heinrichs thanked Douglas Miller for his assistance. Chair Fegan motioned to recognize Douglas Miller for his assistance with the Scope of Contract. Motion unanimously approved.

V. Director's Report

Executive Summary

1) Collection HQ Update – Training has been completed and staff are actively beginning to use the inventory (Grubby List and Dead Items—Collection HQ terminology) and transfer reports. These reports are used to verify that materials are still in the collection, meet the retention guidelines and allow staff to transfer low circulation items among branches to increase circulation and improve browsing collections for our customers. Every month staff will be reviewing a different category of the collection to facilitate a methodical inventory and transfer process. This review process will result in a review of entire collection every year. FCPL staff is currently reviewing the Young Adult fiction, Adult fiction and Adult Audio.

2) Snow Policy – Updates have been made to the library's snow policy for the winter 2014-15 season. When the county declares unscheduled leave, library administration will receive communication on the status of plowing in the library parking lots and will also work with other county agencies on their scheduled opening times. Libraries will open once lots are plowed. This will help ensure, that as county agencies, we are offering services to the residents on a consistent basis. On a day when unscheduled leave has been declared, employees may decide to use their own leave and not come to work, possibly work at a library that is easy for them to reach or go to their branch. The complete procedures have been shared with all employees and branch managers have presented the information to their staff.

3) Holds Label Privacy – This has been reviewed and our procedures allow for customers to pick up their own holds, with the label placement helping to mask at least a portion of the book's title. We have received an extremely low number of customer complaints related to this and no complaints escalated to library administration since the new label system was implemented.

Chair Fegan expressed his concern regarding personal information being displayed on book holds and hopes this issue will be addressed. Ms. Koplitz asked if it would be possible to put holds on the shelves spine down and place the label on the top of the book? Director Clay advises this all will be reviewed.

4) Approved 2015 Holiday Schedule for Library Branches – Additional December days will not be added to the library's 2015 holiday calendar.

County holidays are determined by the Board of Supervisors. Individual agencies do not have the authority to add to this calendar, although in the past the library did add a few closed Sundays into the calendar. This dates back to a time when we had exempt Sunday employees that were required to work fewer hours/year and by habit has been carried over each year. Beginning in 2016 the library holiday calendar will be consistent with the

county holiday calendar. There are occasions when the actual holiday falls on a weekend and the county grants the holiday on the closest Monday or Friday. When that scenario occurs, the library will be closed on the county holiday as well as the actual holiday (i.e. Friday, July 3 is a county holiday, the actual holiday is Saturday, July 4 – county agencies that are open on weekends would be closed both July 3 and July 4).

5) Information Requested on DVD Collection:

FCPL currently allocates \$85,000 (3% of total materials budget) per year for DVD's; \$40,000 on adult title and \$45,000 on juvenile and teen titles. An inquiry of our COG jurisdictions reveals that Prince William County allocates \$62,950 (4% of total materials budget) and Loudoun County allocates \$231,261 (13% of total materials budget). The DVD collections are very popular, and enjoy high checkouts and reserves. 32% of FCPL's DVD collection is currently checked out, in comparison to only 14% of the adult fiction collection. Increased funding for the DVD collection would come from the adult fiction collection, resulting in longer waiting lists for customers and reducing the amount of replacement copies for core and classic literature. Streaming video will have an impact on the availability of future DVD purchases. Several of our media vendors are already moving towards this service. While our customers enjoy library DVD's, we get very few requests for purchase. We average 2-4 DVD customer requests per week, in comparison to 100 print book requests and 150 eBook requests.

Director Clay reported that the resolution has not been passed pertaining to the Fairfax County Federation of Citizens Associations - Resolution on Fairfax County Public Library Collection Maintenance - Draft for FedBoard 10/23/14.

There was discussion regarding information item, Fairfax County Attorney Statement – Board Authority. Director Clay advises he will look at the availability to have someone from the county attorney's office present at the February board meeting.

Ms. Koplitz suggested looking at the possibility of having a retreat. Chair Fegan suggests after the January 20, 2015 meeting, the issue is revisited.

VI. **Consideration Item: None**

VII. **Action Item: None**

Roundtable

Mr. Donovan – welcomed Mr. Ewing to the board.

Mr. Heinrichs – welcome Mr. Ewing to the board. Also mentioned the goings on at Sherwood Regional regarding utilization of space on the second floor. Welcomed Linda Schlekau as new Branch Manager at Sherwood.

Ms. Koplitz – welcomed Mr. Ewing to the board. Also thanked Oakton Friends for their holiday open house.

Ms. Delaney – regarding FCPL Director Search committee, they are in the process of pulling together an inter-departmental effort to conduct extensive public outreach as it relates to job

description, selection criteria and interview questions. This strategy should be finalized at a meeting with deputy county executive David Molchany and Douglas Miller sometime next week and will then call the committee back together to review the strategy and implementation. The goal is to have the job posted in the spring.

Ms. Delaney advises recently a citizen expressed alarm of visual portrayal of violence in the graphic novels collection which were within reach of her small child. Her concern extends to more fundamental concerns that it was part of the youth collection as it relates to the propagation of a culture of violence. Ms. Delaney requested a report to understand the collection criteria and how the material selection process. Director Clay asked if the library could contact the citizen, Ms. Delaney stated yes.

Mr. Ewing - expressed interest in joining the budget committee. He is looking forward to working with the board.

Mr. Jasper – welcomed Mr. Ewing to the board. He is also looking forward to the library board retreat to discuss several issues.

Ms. Clements – welcomed Mr. Ewing to the board. She is looking forward to resolving the space issue at Sherwood Regional. Thank you to the advocacy group, an important voice. A board retreat is a very good idea. Ms. Clements agreed with several comments made by Ms. McCullough regarding staffing, there are real problems in some branches regarding staffing. In Ferguson, MO, the only full-time librarian kept the library open during the recent events as he wanted it to be a quiet oasis for everyone. Happy Holidays to all.

Dr. Sirh – applauds the Ad Hoc and Planning Committee for their work. Welcomed Mr. Ewing to the board. Merry Christmas.

Ms. Levy – welcomed Mr. Ewing to the board. Asked if legislation for the library could be included in the County's legislative packet. Director Clay answered it is already there. Also reported two recent deaths of former FCPL librarians, Mr. Jerry Nunn, 96 of Fairfax, he was the bookmobile librarian for 15 years. Ms. Levy's predecessor, Sara Collins, Virginia Room librarian who served for a couple of years in the late 1970s, active in the Historical Society of Fairfax County and a great mentor to Ms. Levy. Happy Holidays to all.

Chair Fegan welcomed Mr. Ewing to the board. Reports a library delegation recently went to France. Ms. Delaney reports she represented the Chantilly District in Chantilly, France. Supervisor Frye attended at the invitation of the mayor of Chantilly, France to attend a ceremony. Daria Parnes, Chantilly Branch Manager and Mr. Parnes also attended. It was an excellent opportunity to discuss future cultural exchanges. It was a fantastic experience.

Chair Fegan adjourned the meeting at 8:15p.m.

Members Present

Sam Clay
Charles Fegan
Karrie Delaney
Liz Clements
Will Jasper
Michael Donovan
Don Heinrichs
Suzanne Levy
Dr. Joseph Sirh
Peggy Koplitz

Members Absent

Priscille Dando
Michael Cutrone

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Charles Fegan, Chairman
FCPL, Board of Trustees