

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
November 12, 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 - Accepted motion to approve the October 2014 minutes, as amended.

III. Chair's Report

- A. Board of Supervisors meeting with Library Board of Trustees - Tuesday, January 20, 2015 at 10:00 am in Rooms 9/10 at the Government Center. The first item on the agenda will be the Budget. Each Board member was encouraged to contact their Supervisor to show him / her the need for their support as well as showing that the BOT is acting responsibly. As partners with the BOS, we are attempting to maximize the available tax dollars and show a need for the collection, hours and personnel are needed. Mr. Fegan thanks the groups that support the Library on the state and county level.

The library survey is almost ready to go for bids and hopes a vendor, approved by the County, can be found to work with us. The BOS asked the BOT last November 2013, to conduct this survey. We have been diligent in our preparation and now hopes we can complete the process and use this to show the BOS that the BOT can perform in a timely manner.

Chair Fegan has noticed a strange problem that has risen from the holds process. He noticed that when picking up a hold, the individual's name is prominently displayed, as well as the name of the book. Chair Fegan asked if we are violating our own standards as asked Director Clay to look into the process and report back to the BOT.

Chair Fegan asked that information contained in future board packets is prioritized so that sufficient time is given to important materials. Too much information may cause the reader to miss the important information.

IV. Committee Reports

- A. Library Foundation – Mr. Donovan reports that, to date, the October 18, 2014 Library Jubilee has raised \$179,000, more than 200 people attended, over 70 auction items were auctioned off. Planning for the next jubilee has begun and has been scheduled for Saturday, October 17, 2015 at Dolley Madison Library.
- B. Budget Committee – Mr. Donovan reports that the proposed budget as approved, was submitted on October 17, 2014, as requested by the County Executive.
- C. Evaluation & Communication Subcommittee–Status of Community Survey – Chair Fegan reports that the survey is available on the public website. A public meeting is

scheduled for November 24, 2014 at 6pm at Chantilly Regional Library. Chair Fegan hopes a vendor will be selected as we move forward.

Chair Fegan discussed whether or not to have a BOT meeting in December 2014. Ms. Koplitz suggests having a meeting in anticipation of upcoming issues. Ms. Clements asked what issues will be discussed at the December meeting? Chair Fegan replied if the Evaluation and Communication committee has a contract that needs to be voted on, that would require the entire board. Ms. Dando anticipates a robust conversation regarding survey input and agrees with Ms. Koplitz to hold a meeting in December 2014. Mr. Clay agrees with Ms. Dando. Ms. Levy thinks the BOT should meet in the month of December 2014. The decision was made that as we will wait and see as we get closer to the December 2014 meeting.

Ms. Clements suggested the BOT attend a retreat or a workshop in order for all members to come together to discuss policy and planning of the library. We need to start looking at a time, place and agenda, in the near future. Mr. Fegan advises no need to meet until results of the survey have been obtained. Ms. Clements agrees.

V. **Director's Report**

A. Financial Issues – there are no changes to report.

B. Capital Issues

1. Woodrow Wilson Library Update – March 2015 tentative grand opening.
2. Reston Regional Library – task group formed by a Deputy County Executive and Mr. Clay has been asked to be part of the task group.
John Marshall Library Update – no news
3. Pohick Regional Library Update – moving along, no temporary library but there will be expanded hours at some libraries.
4. Tysons-Pimmit Regional Library Update and Temporary Library discussion – will provide a financial report at the December or January board meeting, which will list the costs of the advantages and disadvantages of a temporary library. Have asked the appropriate County agency to begin looking for rental property as a possibility.
5. Facilities Update

C. Technology Issues

1. Comprise and FCPL Staff Time, October 2014 – pleased with the results.
2. Comprise Update – to date, installed at Herndon, Reston Regional, City of Fairfax Regional, Virginia Room, Tysons-Pimmit Regional, Patrick Henry, Sherwood Regional, Martha Washington, John Marshall, George Mason Regional
3. Self Checkout RFP Status, 11/12/14 – process continues
4. Holds Label and Staff Time, 10/15/14 – is a time-saver in terms of staff work.

D. New Pay Structure – General County Employees

E. Legislative Issues Top 11 – two items pertain to the library, to change state funding formula, and the State of Virginia declare the public library an essential service.

F. Branch Polling Places – branches participated were Dolley Madison, Great Falls, Lorton, Kingstowne, Tech Ops located at Chantilly Regional.

G. Staff Day Participant Survey - Summary

- H. Board of Trustees Email Retention – due to volume of emails received by the BOT pertaining to the Library, our responsibility is that we should be saving all email. Director Clay will provide guidelines at a future meeting.

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.

VI. **Consideration Item: None**

VII. **Action Item: None**

Roundtable

Dr. Sirh – the Jubilee was successful and congratulations.

Ms. Levy – shared American Library Association article, A Home to the Homeless, suggested all read this article. Thoroughly enjoyed the Jubilee.

Ms. Clements – interested in the BOT coming together for discussions. Thoroughly enjoyed the Jubilee. Interesting to read Staff Day comments and should have one once in a while. Happy Thanksgiving to all.

Ms. Dando – thanked the Fairfax County Federation of Citizens Association for their two issues pertaining to the library, she appreciates it. Thanked Melanie Quinn for taking the time to participate on a conference call with Fairfax County Public Schools to answer critical questions pertaining to a project to look at their acquisitions module. A tremendous amount of time was saved and she thanks Ms. Quinn.

Ms. Koplitz – in the article, *Declaring Libraries an Essential Service*, when entering the library, she is struck by the number of people using computers. She cannot think of another agency that provides computers. Also heard on radio about the high cost of internet access. We need to realize that this is an essential service. We provide more than shelter, we provide information and resources that people really need.

Mr. Heinrichs – met last week with the Mt. Vernon Council of Community Association's Budget Committee, discussing budget and staffing stresses. Advised that they are supportive of a strong library system but are confused about all they have heard. Mr. Heinrichs provided the Association with the budget information and the community survey information. Mentioned he is still concerned about the pressures on library branch staff. Watching the parade of branch manager fill-ins, he thinks the system, as a whole, is not overstaffed. In the next year, would like to see an improvement in overall staffing levels.

Mr. Donovan – thanked the Library Foundation for a fantastic Jubilee and thanked City of Fairfax Regional Library for being such a gracious host. He looks forward to next year's jubilee.

Chair Fegan thanked all for their part in making the Jubilee a success. We do depend on the Library Foundation for the extras not supplied by the budgetary funds from the County and State. Also received a call from Ms. Thorniley, retired BOT member, interested in how things are going, misses all and wishes everyone well. Agrees with Ms. Clements that BOT should get together for discussions. Once survey is completed, we will know what we are making the policy on and then turn it over to the Planning Committee.

Chair Fegan adjourned the meeting at 7:45 p.m.

Members Present

Sam Clay
Charles Fegan
Priscille Dando
Liz Clements
Michael Donovan
Don Heinrichs
Suzanne Levy
Dr. Joseph Sirh
Peggy Koplitz

Members Absent

Will Jasper
Michael Cutrone
Karrie Delaney

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Charles Fegan, Chairman
FCPL, Board of Trustees