

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

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

Public Comments

1. Steve Okrend, First Vice President, Fairfax County Public Library Employees' Association
2. Kathy Kaplan
3. Janice Kuch, Secretary, Fairfax County Public Library Employees' Association

Minutes - deferred action to accept July 2014 minutes to the October 2014 board meeting.

The Chairman reported on the following:

- Fall for the Book – encouraged all to attend as many events as possible.
- Liz Clements will represent the Library Board at the Library Friends Forum to be held Sunday, September 14, 2014
- Congratulated Charles Keener for 40 years of service to the Fairfax County Public Library.
- Asked that the Planning Committee review the article *What Will Become of the Library*, as they plan the future of the Fairfax County Public Library.
- Chair advised that he agrees with Liz Clements that the Friends of the Library need more space. He agrees that it is a matter of consideration for the Board and that the Library Director mentioned that this is an issue that is under consideration by the Building and Design Department. After hearing what is being considered, Chair Fegan may refer the matter to a Board committee for further study and report to the Board. Director Clay advises a meeting is scheduled for September 11, 2014 with Supervisor Foust regarding the Friends of Tyson-Pimmit Regional Library. The process has begun. Chair Fegan added it is an important matter, the Friends have raised a considerable amount of money and they are very dedicated.
- BOT pictures will be taken at the October 2014 board meeting to be posted on the webpage.
- Library Staff Day is Thursday, October 2, 2014. Board members are invited to attend.

Board of Trustees Committee reports were provided on the following:

- Library Foundation – Mike Donovan - reports meeting earlier this week to prepare for the Jubilee to be held October 18. Committee is looking for auction items and donations. More information on the website.
- Budget Committee – Mike Donovan - meeting held September 3, 2014. Mr. Donovan asked Library Administration to prepare a proposal on how to respond to the County Executive's request for options for a 3% reduction. All County departments were asked for a response. All recommendations will be presented to the County Executive and if necessary, the County Executive will make selections from those options to make any required reductions. The County Executive is concerned about falling revenue from state aid and if property tax assessment receipts will continue. The County Executive stated those are potential cuts and not guaranteed to happen. Mr. Donovan shared with Braddock District Supervisor John Cook that the library's budget has been on a downward trajectory. Supervisor Cook agreed and also stated he wasn't sure if there was anything else the library can give. Mr. Donovan took that as a positive sign. Mr. Donovan did ask Supervisor Cook what if a department provided no answer or a negative answer Supervisor Cook answered that would not be a good thing. Consideration Item FY2016 Budget Reduction Proposal was discussed,

however, no action was taken at this board meeting. Mr. Donovan will schedule a future meeting and discussions will continue at the October 8, 2014 board meeting.

- Ad Hoc Communication and Evaluation Committee – Ms. Delaney reports a meeting was held on September 5, 2016. Thirty nine bullet points of ideas was collected. Will draft a document to identify existing County contracts with vendors. Committee will define ideas for scope of work and once drafted, it will be posted online for review. A future meeting will be scheduled.
- FCPL Director Selection Committee – Ms. Delaney advises the committee will meet Monday, September 22, 2014 at the Government Center, room 232.

Chair Fegan discussed Lines of Business. Director Clay added they are not due until 2017.

There was discussion regarding space requirements for the Friends of the Library. Liz Clements moved that (1) the Fairfax County Library System review the Fairfax County Library Design Manual (dated Feb. 27, 2013) "Friends of the Library Storage Room" page 28, which specifies only 100 square feet for storage and sorting for the Friends, and consider modifications to provide expanded useable space allocations be included in future designs for new and renovated libraries (amended by Michael Cutrone to include "only the section of the Fairfax County Library Design Manual specific to the Friends of the Library"); (2) a review of existing space issues in existing libraries not scheduled for renovation at this time and consideration of expanded space allocations in conjunction with branch staff; and (3) determine if handling and /or sorting space can be accommodated in small buildings or shelters for the Friends located adjacent to the existing libraries which cannot expand space allocations internal to the library. The motion was accepted and approved.

The Library Director reported on the following:

- A. Financial Issues
 1. FY2015 Budget Status
 2. FY2016 Budget Discussions
 3. Office of Financial & Program Audit – Quarterly Report, March 2014
- B. Capital Issues
 1. Woodrow Wilson Library Update – Draft Timeline – Board invited to tour site scheduled for Monday, September 22, 2014 at 10am. Move in date January 2015.
 2. Reston Regional Library and John Marshall Library Update – County may look at an RFP or PPPA.
 3. Pohick Regional Library: Temporary Library
 4. Monthly Status Report - North County Study – Reston Town Center North
 5. Plan Amendment for #2014-III-FC2 - Fairfax Towne Center
 6. Facilities Update – June 28 – July 11, 2014
 7. Facilities Update - August 16 – 22, 2014
- C. Technology Issues
 1. Get Ready for Comprise At Your Branch – pilot at Reston Regional and Herndon libraries. They are working well.
 2. Comprise Update
- D. How State Aid Money Can Be Spent – received an extra \$500,000 this year. Also received an additional \$190,000.
- E. Burke Centre has an Information Desk
- F. Early Literacy Outreach Visits – July 2014

- G. FCPS Book List
- H. New Voting Equipment Demo
- I. Centreville Library Used as a Polling Place?
- J. Update on ILLiad and reminders for ILL
- K. Change of Date, September Friends Forum
- L. Procedural Memorandum No. 12-03, Accountability of Fairfax County's Accountable Equipment
- M. Marketing Update – 7-24-14
- N. Staff Day: Update – Moira Folsom – Board members invited to attend Staff Day, at the Kena Conference Center, Arlington Blvd. in Fairfax and registration has opened. The keynote speaker is *Unshelved*. Offering both personal and professional development sessions. Question asked if Board members can attend the sessions. Ms. Folsom answered yes and asked that the Board member email her with their session requests.

Mr. Cutrone requested that the County Attorney provide clear report of what is in the purview of the Library Board of Trustees and Library Administration and asked that a representative be available at a future board meeting. Also asked that Library Administration to identify the County's dvd policy, the Library's dvd collection, and what we could be doing that's different from surrounding localities who have large dvd collections. Lastly, asked that the Board consider stopping mailing of board packets in order to save money.

Roundtable

Dr. Sirh – with renewed vigor and good planning, we will be the best library system in the county.

Mr. Heinrichs – will not attend the October 2014 meeting. Is encouraged by discussions tonight and discouraged about the County budget process. Thinks the Board and community are trying and making strong arguments for additional resources. Strongly supports continued efforts for increased support for the library.

Ms. Koplitz – agrees with Mr. Heinrichs. Attended Jeff Post's talk on the Hope Diamond. The Oakton Friends did a great job on refreshments. Thanked Ted Kavich, Library's Program/Educational Services Manager for the wonderful work he did. Looking forward to tomorrow's Fall for the Book event.

Ms. Delaney – recognizes the challenge that Library Administration faces when it comes to preparing proposals for consideration. The Board and the community need to consider our strategy for advocacy together in a collaborative way.

Ms. Dando – none

Mr. Jasper – none

Ms. Clements – very happy the motion passed. Advocacy will be a major topic at the Friends Forum scheduled for September 14, 2014. Agrees with Mr. Heinrichs regarding staffing. Need to get going on hiring staff.

Mr. Donovan – thanked Library Administration for their support. Looks forward to hearing from all parties concerning the budget.

Mr. Cutrone – thanked Library Administration for their dedication with special thanks to Director Clay for his years of service and leadership. Thanked

Ms. Levy – asked that letter from Charles Keener is added to October 2014 board packet. Asked if page numbers could be added to the agenda.

Consideration Item – FY2016 Budget Reduction Proposal – discussions will continue at October 8, 2014 board meeting and a future budget committee will be scheduled.

Chair Fegan reiterated Library Administration’s dedication, Director Clay has been at the library for over 30 years and we have a very dedicated Board. He has a lot of respect for the Library Board and appreciates their hard work.

Chair Fegan adjourned the meeting at 8:20 p.m.

Members Present

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

Members Absent

Kristin Cabral

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Charles Fegan, Chairman
FCPL, Board of Trustees