

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
February 11, 2015

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

I. **Public Comments**

Jennifer McCullough, President, Fairfax County Public Library Employees' Association
Jeanne Kadet

II. **Minutes** – motion accepted to approve the January 2015 minutes.

III. **Chair's Report**

Opening Remarks – thanked board members for attending the January 20, 2015 with the Board of Supervisors. Each board learned something from the other. Supervisor McKay raised a good point when discussed the total amount the library receives from the county, including service on the debt, heating and maintenance on the building, staff time and various personnel issues including payroll. Chair agrees with the Supervisors that it would be good to see if other systems include like costs in their statements of per capita expenses. It was a good learning experience for public to learn interaction between the two boards.

Thanked the following committees for their hard work the last few weeks – Privacy, Memorandum of Understanding, Survey Contract and Search committees. Thanked each member for their hard work resolving particular issues.

The Friends Forum will be held March 8, 2015. Chair Fegan assigned Liz Clements as official liaison. Also thanked Ms. Clements for handling the matter of the Friends Groups and discussion of discards at the January 20, 2015 meeting with the Board of Supervisors. Chair Fegan thanked all board members for assisting in the discussion of the county documents and the development of the Memorandum of Understanding.

Chair Fegan will prepare his presentation to the Board of Supervisors at the annual Budget Public hearings. His presentation is scheduled for April 7, 2015 at 4:00 p.m. and asked that members of the board of trustees attend and lend support for the library. He hopes to present a positive message to our needs and our place in the community and the value we bring to the economic development of the county as well as to the cultural and educational areas of the county.

Library administration asked library staff for cost-saving suggestions. It was an excellent study and the Chair was startled that the completed study was immediately posted on the public domain. It is an excellent way for staff to share ideas but should have been hesitant sharing with the public.

Thanked board members for their suggestions and would like to plan the board retreat in April 2015. At the retreat, he would like to discuss board governance. Also hopes to recruit individuals who have served on private boards, such as corporations and others who

have worked on boards such as the Library Board, to assist as we go forward. The Chair will discuss with board members prior to planning and would like ideas sent to him. An additional retreat possibly in early summer to review how the board will interview for the new Library Directory.

The Woodrow Wilson Library reopening will be held on Saturday, March 21, 2015. Hopes all will attend.

IV. **Committee Reports**

- A. Library Foundation – Michael Donovan – planning for the jubilee is underway. Currently scheduled for Saturday, October 17, 2015, 5p.m. to 8:30 pm at Dolley Madison Library. Also advised the 2014 Library Foundation annual report is available.
- B. Budget Committee – Michael Donovan – no report.
- C. Memorandum of Understanding Committee – Michael Donovan – still in process of gathering information. Starting point is the existing MOU dated May 17, 2007. Library Administration provided examples of various MOUs. First critical task is to get a firm understanding of expectations of both parties – Friends Groups and library branches. The MOU will codify a two-way relationship that is acceptable to both parties. To obtain the data, Mr. Donovan has created a table with data points that will pertain to each particular library branch and will gather the information from the Friends Groups and each library branch. After obtaining the information, public meetings will be scheduled. Chair Fegan thinks it is an excellent approach. Chair suggested Ms. Clements announce this information at the Friends Forum on March 8, 2015.
- D. Planning Committee – Priscille Dando – the committee selected the makeup of the selection committee that will make the decisions regarding the RFP process. Thanked Don Heinrichs, Ms. Dando, Melanie Quinn, Douglas Miller and Andrew Pendergrass. Waiting for Kristie Varda, County Buyer, to provide a list of milestones and the timeline. Very structured, not a lot of flexibility so as soon as it is provided, will know timeframe in which to move forward.
- E. FCPL Director Search Committee – Karrie Delaney – reference report provided by Ms. Delaney. Two biggest projects have been public input and recruiting documentation. Survey currently live on the library website as well as hard copies distributed to library staff and variety of community groups. Civic organizations will be invited to public meetings to participate in the survey and provide input. Times and locations not yet announced. At the end of the collection period, sometime in March, information will be tabulated and committee will use the information as a data-point when writing interview questions and ranking candidates. Regarding recruitment documents, the committee has been working with County Human Resources reviewing class specification and job description forms. The committee has list of desired traits, which includes suggestions from Library Board. The list will be sent to County HR to determine if it will fit with county documents. After this process, will present a revised class specification and job description for the Board's approval at the March 2015 meeting.

Chair Fegan impressed with cross section of county personnel and staff at the last committee meeting.

- F. Privacy Committee – Suzanne Levy – committee met today at 615pm and is in concurrence that there is a privacy issue regarding holds labels. Could not agree on what best solution would be and requested library director provide three solutions to the privacy issue. Library Board Accepted motion to request that the library director provide three solutions to the holds labels privacy issue - to be presented at March 2015 meeting.

V. **Director’s Report**

A. Executive Summary

- 1. Mission Savings Exercise – The Mission Savings Exercise is a county initiative, developed as a part of the FY2016 budget process. Attachment 1 was developed by branch managers and department heads identifying possible savings opportunities for the library and other county agencies. (Melanie - if there are questions)

As a result of this exercise, the most viable suggestion was submitted to Department of Management and Budget (*Handout 1*). In consult with DMB, this suggestion has been revised to include a review of staff PC’s and a conversion to a tablet program for staff. (Margaret – if there are questions)

Also *Attachment 1 Page 4* is a listing of savings suggestions pertaining to the library, that county employees submitted directly to DMB. FCPL’s responses are listed next to each suggestion. (Melanie – if there are questions)

- 2. FY2017 Lines of Business – Attachment 2 provides direction to all county agencies on developing “Lines of Business” to assist in the FY2017 budget process. The library, along with all county agencies, will be submitting an inventory of our services and programs. Additional instructions will be coming later this spring on next steps.

Chair Fegan asked how many lines of business are there? Director Clay answered six or seven. In 2008 the library submitted four.

- 3. Library Friends’ Financial Audit – The auditor is working with the Friends groups to receive information by Feb. 16th. FCPL’s response is being prepared at present and will be ready for submission by the due date.
- 4. Legislative Committee Meeting – House Bill 2066 “Provides that it is the policy of the Commonwealth that public libraries are deemed to provide an essential service to the communities of the Commonwealth.” This bill has been left in Appropriations.
- 5. FCPL Vacancy Appointments – We continue to advertise, interview and hire employees. A list of positions filled since the beginning of this calendar year has been distributed. (*Handout 2*)

6. Woodrow Wilson Update – The furniture, books and computers have been delivered. Staff are working in the new building now. We are on schedule for a March 21 grand opening.
7. Pohick Update – The planning continues for a summer closing of Pohick.
8. Tysons-Pimmit Update – The county continues to explore space for a possible temporary site.
9. Reston Update – in the coming weeks, a RFP for the Reston Town Center North project will be available. This includes the area where the library is currently located. Timing is April 7, 2015 for RFP with developer selected by January 2015.

Mr. Cutrone questioned the number of incidents at Reston Regional. Mr. Clay stated could possibly be the library's neighbor. Has at time, had individual removed from the library. Branch manager will meet with shelter director. Not all clients leave the area when shelter closes at 8pm or 9pm. Mr. Fegan mentioned similar incident at Lorton years ago. A desk was designated for area police officers to use area of library to write reports which was a deterrent. Mr. Cutrone suggested same at Reston Regional, just a suggestion.

Ms. Clements questioned providing county Economic Development department with library materials. Marketing Director, Mary Mulrenan, has sent the materials.

Mr. Heinrichs reported on the Sherwood 2nd floor. Strong community reaction to the possible closing of the 2nd floor. With assistance from Katie Strotman, Deputy Directory and Supervisor Hyland's office, a public forum was held on Feb. 4, 2015, 50 people attended. Decision made earlier not to close the floor. Facilities Management to look at security issues. All three models proposed removing conference room, the public doesn't want it removed. Supervisor Hyland said "the money will come."

Mr. Clay clarified the library never proposed closing the second floor, proposal was to close the computer center.

Mr. Clay pointed out the Montgomery County document in the Information Items. Chair Fegan stated the Economic Development department will be part of his push at the April Budget meeting. Ms. Delaney asked Mr. Clay if the library would create a campaign based library services. Accepted motion to request that library administration create a campaign outlining the services of the Fairfax County Public Library.

Mr. Cutrone discussed the holds issue. He feels strongly about this issue. When he picked up his hold, staff member tore off the sticker that had his name. When Mr. Cutrone asked why he did that, staff member replied many times people don't tear off their holds and when you put it back on the shelf when it is checked in, the holds label remains on the book until someone else decides to take it off. Could that be a standing policy to remove the label? Mr. Clay answered yes.

VI. Roundtable

Mr. Cutrone – apologizes for his absence from the board; appreciates work of board and work on the issue concerning the holds policy.

Mr. Donovan – no comment.

Mr. Heinrichs – Sherwood staff is buoyant; five positions in progress of being filled, by variety of mechanisms and process, new branch manager, Linda Schlekau handling heavy interview schedule.

Ms. Koplitz – resident recently sent letter stating she went to warehouse and saw great deal of books in the trash. Ms. Koplitz went to warehouse and saw books in a bin that were to be recycled. She looked at the books and they should be recycled. This decision was made by the library branch, Friends Group, Tech Ops. Ms. Koplitz saw broken dvds. Resident also said the fact we are throwing away children’s books showed that we have no respect for the children of Fairfax or their right to literacy. I think we are respectful, we provide libraries for the children.

Ms. Delaney – no comment

Ms. Dando – no comment

Mr. Jasper – no comment

Ms. Clements – please keep the Friends Groups in the loop. Thanked Mr. Clay for pushing the Economic Development agency, this will help make the library important to the community. Thanked Mr. Heinrichs and Ms. Koplitz for their comments. A lot of discussions at the January 20, 2015 meeting with the Board of Supervisors regarding the recycling of books.

Mr. Ewing – no comment

Ms. Levy – regarding Economic Development agency, special collection books are often used to promote tourism, so don’t forget to include the Virginia Room in this effort. Requested the board approve a resolution of sympathy, to send a letter of sympathy to the family of Linda Munoz, who worked at Reston Regional Library prior to working at Herndon. Motion was accepted to approve a resolution of sympathy to the family of Linda Munoz who worked at Herndon Fortnightly Library.

Dr. Sirh – intrigued about attachment 7. Formerly worked at Johns Hopkins and he also is wondering what is going on with all the books?

Chair Fegan adjourned the meeting at 8:00p.m.

Members Present

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

Members Absent

None

Respectfully Submitted:

Edwin S. Clay III
Library Director

Approved:

Charles Fegan, Chairman
FCPL, Board of Trustees