

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
January 14, 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
Nancy Allard, Co-President, Friends of the George Mason Regional Library

II. Minutes – motion accepted to approve the December 2014 minutes, as amended.

III. Chair's Report

Opening Remarks – this year will bring the selection of a new library director by early September 2015 or end of September 2015, at the latest. Director selection committee met January 14, 2014. The Chair is impressed by the hard work and dedication of this committee. Chair Fegan asked each Board of Trustee to send him a private email stating their opinion of what they see in a new director as well as any suggestions.

The prompt response to the Chair's statement regarding the release of confidential information is appreciated. It is unknown who released the information. The library Director was asked to provide a definitive report at the next board meeting.

The issue of confidentiality concerning holds has not been resolved to the satisfaction of board members. Chair Fegan appointed an ad hoc Privacy committee to determine what steps are needed to offer what confidentiality is needed. Members are Suzanne Levy as Chair, Priscille Dando and Peggy Koplitz and the chair asked that a report be made at the next board meeting. Chair Fegan thanked Jennifer McCullough for providing information from the ALA outlining its position on confidentiality and asked that Ms. McCullough forward the ALA report to the other board members

Congratulated Michael Donovan on his selection for senior level training by the Department of Defense. Mr. Donovan will continue as chair of the budget committee. Later this summer, Chair Fegan will make new appointments to the committee.

Chairman Bulova's Federation meeting - Friday, January 9, 2015 a meeting was held regarding Friends of the Library. Chair Fegan and Karrie Delaney attended, as well as Katie Strotman and Melanie Quinn, represented Director Clay, attending via telephone. Ms. Quinn presented an excellent presentation and answered each question with clarity and professionalism. As a result, the Federation did not intend to request the information from the Friends, the information request concerned the gift fund. The Auditor did his best to explain to the board what was being required to obtain this information. A copy of Kathy Kaplan's email was distributed describing what took place at the meeting. The Friends Groups are our friends and from time to time, friends do see things differently. Chair Fegan is happy they are his friends.

Board of Supervisors and Board of Trustees meeting - January 20, 2015, 10am, Rm 9/10 at the Government Center, a meeting with the Board of Supervisors is scheduled. Chair Fegan encouraged each board member to attend and sit with their Supervisor. This will be an opportunity to explain our case to the funding body of the County and enhance our worth to the economic development committee.

Board Workshop – Chair Fegan asked each board member to send him an email describing what they see being addressed at the retreat. Chair Fegan thinks the board should do the planning and preparation for the retreat.

Chair Fegan mentioned several columns in the Washington Post regarding the library. Not once was the Board of Trustees mentioned.

Chair Fegan reported Ms. Levy has sympathy cards for each board member to sign recognizing the passing of a library employee. Ms. Levy may propose recognition for staff concerning years of service.

Library Friends' Forum – scheduled for March 8, 2015, 12p.m. at Burke Centre Library; Ms. Clements is the official representative.

Individual and groups pictures scheduled for the February 2015 board meeting.

IV. **Committee Reports**

- A. Library Foundation – Michael Donovan – no report.
- B. Budget Committee – Michael Donovan – no report. Mr. Clay directed the board to the schedule of the Budget Public Hearings. Chair Fegan scheduled for April 7, 2015 at 4pm.
- C. Planning Committee – Priscille Dando – Ms. Dando distributed a memo updating the stakeholder survey process. At last committee meeting, there was a unanimous approval of the Scope of Contract, sent to the Department of Purchasing and Supply Management (DPSM), to review contract agreements and determine if there is an existing vendor that meets the needs of the draft. DPSM advised there is not a match based on what was sent to them. The next step is to determine how to move this to an RFP or alternative process. The ramification is that the timeline is much longer. Ms. Dando states that if we are to go through this endeavor, we want to make sure we are setting ourselves up for success. Melanie Quinn is the point of contact through this portion of development and at a certain point, a vendor will be selected. At that point the Planning Committee, Board of Trustees and community stakeholder input will be included in the process. Once a vendor is selected, library administration point of contact will be Doug Miller.

Mr. Heinrichs asked what is an IFP? Ms. Quinn answered, an informal bid process. It gives more designated authority to the agency with a little oversight from DPSM. An RFP is strictly handled by DPSM.

Chair Fegan added it is very frustrating, but the Board of Trustees tried their best to adhere to wishes of BOS for public input. Everyone given chance to state their

particular views. The board had a vote and transferred responsibility to the Planning Committee. Chair Fegan thanked the Ad Hoc Committee and the Planning Committee.

- D. FCPL Director Search Committee – Karrie Delaney – reports the committee met January 14, 2015 and have taken steps to implement a public outreach plan. Committee will meet next week to finalize the steps to the project. It is a miniature version of the large scale community survey. They will target existing groups in the community, will send a County facilitator into the meetings and have them fill out a questionnaire, which we are in the process of creating. The questionnaire will give people the opportunity to show their priorities in terms of their vision. One of the data points they will use will be the priorities of the community as it pertains to certain qualifications or leadership traits that may affect the overall vision. At this time, the committee is on schedule with the timeline established with County Human Resources and they are moving forward.

Chair Fegan frustrated with the various tasks that had to be performed. When working with the County, certain steps are required. Early in the process, the committee was asked to check with various groups, ethnic, territorial and various other groups. The committee chair is trying to work with County HR to determine where these groups are. This takes time. Chair Fegan pleased with the one guest who attended the meeting. The guest stated he felt it was a very representative group of County employees, Karrie Delaney, Committee Chair, Board of Trustees; Peggy Koplitz, Board of Trustees; Jennifer McCullough; Christine Jones; Clay Medford, Chief of Staff for Chairman Bulova; Dave Molchany, Deputy County Executive; and Duwain Ketch, Kings Park and Burke Friends, Board of Library Foundation. Ms. Koplitz stated surveys will also be online. Chair Fegan stated it is the Board of Trustees ultimate responsibility to select the next Library Director. He asked that each board member send to him what are their wishes for a new Library Director.

V. Director's Report

A. Executive Summary

1. Woodrow Wilson Update – grand opening scheduled for March 21, 2015 at 10am.
2. Tysons-Pimmit temporary location – leasing agent continues to look for potential space. No further update.
3. Reston Regional Library update – referenced document handed out at the meeting, noting bullets C and D. The library is now represented on the development committee. Looking at two parcels. Strong guess that the library will be relocated.
4. FCPL vacancy appointments 2014 – year-to-date

Ms. Quinn reports - you may recall the board was provided a list of vacancies that have resulted from both budget reductions and the beta plan and early on the board asked us to provide that update of vacancies as we move forward when the beta plan was defeated and we were providing you with a list of those vacancies and once those vacancies were filled, we stopped providing that list because as we understood it was to provide that list relevant to the vacancies being held prior to that point. As we are all aware, there is a lot of questions, comment and concern relative to the number of vacancies that the library is carrying. So in an effort to try to provide some additional information for the board and the library staff, we have developed this list of all the positions that were filled in calendar 2014. This is a

list of all of the appointments we have made over the course of the calendar year, so certainly when you look at this list and look to the end and you will see that we have actually appointed 62 folks to positions over the last calendar year. That really equates to about a position per week or 5 a month. So the purpose here is twofold really. It is to remind folks that as we promote folks from within our own staff they are promoted and, thus, they leave a vacancy for the position they were promoted from. So sometimes there appears to be a net change of zero in making headway towards filling these vacancies. But I think we would all agree that is a good problem to have because certainly we should be supporting and mentoring our own folks and having them move up in the organization. So I think sometimes it is difficult when looking at vacancies across the system to remember that as people move up they leave a corresponding vacancy. So you can see here at the bottom of the list that we had 40 internal applicants promoted during that time. In addition to I also think the point that folks sometimes forget when considering the number of vacancies, is that the Library Board, through the budget process, decided, reluctantly, to hold Library Aide vacant in anticipation of the FY16 reduction so that folks wouldn't actually be displaced from their positions. So that coupled with the idea that people are being promoted and leaving vacancies makes the number perhaps look bigger than it is. Finally, at the bottom, sometimes when you are in a library branch and you're working day to day and you're trying to provide that customer service, there are other instances and things that can be occurring in the branch that are not really vacancies themselves but certainly impact how difficult it is for the staff to deliver those services. So certainly you see here in other consideration factors I have at the bottom, the total FMLA cases in 2014 is 35. That is Family Medical Leave cases that we had in 2014 was 35. Family Medical Leave basically guarantees people a certain amount of time, 12 weeks at a minimum, to be away from their position. Twelve weeks is three months and in a branch life that's pretty darn difficult. So we definitely had those to impact us some this year and of those cases in the branches, there were 24 cases. So certainly 12 weeks isn't a guarantee but employees in specific situations can ask for an extension based on certain circumstances so it could have even been longer than 12 weeks. So certainly I present this list to you just as a different way to view the information and maybe to provide some clarification on why it appears that there is no progress being made towards filling the vacancies. Additionally just one last thing that's not listed here on this handout is that at any given time there are a very large number of positions that I call in play. When I say in play that would be anywhere from the time that the position's being advertised to a person is being appointed and as the Chairman has already alluded to this evening, there are many many steps that have to occur in the hiring process so we currently have 24 positions somewhere between the process at being advertised and being filled today. There are significant number of positions that are going to be advertised on Saturday but this is an ongoing process. Each time somebody moves up, we have a position to advertise, in its wake. Are there any questions?

Ms. Delaney asked to explain when looking online, why there are no positions posted?

Ms. Quinn answered that is what she (Ms. Quinn) is alluding to when talking about the number of positions in play. At the joint meeting of the BOT and the BOS, Ambassador Dennis Hays made a point of mentioning that he had been on the County's website to see if there were library jobs advertised that day and he indicated that there were none, and there weren't. But, again, we are trying to manage the total number of positions that are vacant at any given time so certainly there are positions in play. Just because the advertisement has closed doesn't mean that we're not making any progress or moving forward.

Ms. Delaney responded that helps because that is the perception we need to make sure we understand, we are hearing from the public that there is a certain perception looking at things like that and that we understand the backside of it as well.

Ms. Quinn added, as part of that process, things have to be entered on a deadline. We can enter a job being considered for posting today, and because of the Department of Human Resources deadline, it's not posted for two weeks. Sometimes, because you don't see it there it certainly doesn't mean we're not working on filling those vacancies. Thank you.

5. Library friends' financial audit – update – letter from Jim Shelton, Auditor of the Board, was distributed to Friends Groups and attendees who were at the January 9, 2015. There was discussion regarding the content of the materials sent by Mr. Shelton. Mr. Clay suggested any questions or concerns be directed to Jim Shelton.
6. Release of private information – information was posted to a blog by library staff or a volunteer about which board of trustees and which board of supervisors do or do not have a library card. This is a clear breach of library policy. Branch managers have been assigned to follow-up with staff and volunteers to clearly remind what existing library policies are when it pertains to customers' confidential information. At this time, we do not know how the information was released but will continue working with the Department of Information Technology (DIT) and will provide a report in the future.

Chair Fegan referenced the Memorandum of Understanding (MOU) included in the documents and stated the MOU has to be brought up to date and appointed an ad hoc committee to prepare a recommendation for a new MOU. Members appointed are Michael Donovan-Chair, Donald Heinrichs and Darren Ewing.

VI. Consideration Item: None

VII. Action Item: None

VIII. Roundtable

Mr. Donovan – no comment.

Mr. Heinrichs – no comment.

Ms. Koplitz – no comment.

Ms. Delaney – tension over last few weeks about this process clearly reveals the need for a stronger MOU. The Friends Groups are our friends, partners in many ways. There is pressure for all when public donates money to the Friends, that the public feels there is a system in place

to make sure that it continues to be operational with public funds. That speaks to the need that we have everything put together in an orderly way.

Ms. Dando – had a private tour of Tech Ops. As the Fairfax County Public Schools Library Coordinator, she was able to determine. Very impressed and thanked the generosity of time to Tech Ops staff. Also thanked Ted Kavich and Sam Clay for responding after Ms. Dando spoke with Kristen Burnham, Youth Services Librarian at the Kingstowne Library, Ms. Burnham connected with FCPS. Ms. Dando observed a new teen space at the Kingstowne branch. Also met with Barbara Rice, Branch Manager, Kingstowne Library to discuss ways to make more proactive connections between FCPS librarians and FCPL youth services librarians. Tentative thoughts on how to move forward. Both needs as a FCPS library coordinator were filled very well and generously by FCPL staff.

Mr. Jasper – no comment.

Mr. Ewing – advised his library card is now active.

Ms. Clements – pleased about Woodrow Wilson Library opening; pleased picked up steam regarding hiring; agrees with Nancy Allard that Friends should be consulted regarding the MOU; advised Jennifer McCullough that we need to work together.

Dr. Sirh – at the end of 2014 Chair Fegan emphasized the importance of privacy holds labels. Appreciates Director Clay following up regarding this issue. We must keep up the integrity of our library system. Appreciated clearing the air regarding library vacancies.

Chair Fegan adjourned the meeting at 8:05p.m.

Members Present

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

Members Absent

Suzanne Levy
Michael Cutrone

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Charles Fegan, Chairman
FCPL, Board of Trustees