

FAIRFAX COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
July 8, 2015

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

**Public Comments**

- Jennifer McCullough, President, Fairfax County Public Library Employees' Association
- Constance Frederickson – disappointed primary candidates did not hold a forum, requested from the BOT that primary forums are scheduled in the library. While visiting libraries in-state and out-of-state, many have baskets of free books and requested FCPL do the same. Many library branches would profit from this. Regarding subscription to FCPL, she would have to pay for all branches which would be very expensive. She asked if this was correct. If this is the case, she would like it to be reconsidered.

**Minutes** - Motion accepted to approve the June 2015 board minutes, as amended.

**Chair's Report** – After 33 years, Director Clay will retire and a new Director will be hired. The Board of Trustees will have the responsibility of hiring the new Director. The Board will begin to institute some minor changes. The Finance Committee, formerly known as the Budget Committee, will report at each board meeting, outlining the library's position in the ongoing budget. Chair Fegan would like to see any changes in the adopted budget be approved by the Finance Committee and then submitted to the Board for approval. Would like to see the Planning Committee finalize the survey and oversee its implementation; and also bring to the Board, their analysis of what the survey is telling us. Would like to see the Planning Committee establish a Lines of Business and present to the Board for approval, so Library staff can present to the appropriate individuals. Would like the Public Relations Committee to work with library staff to routinely present our message to the public. The idea for this committee was the brainchild of a new library board member.

Within six months, the Board will have chosen a new Director, who hopefully will come on board January 1, 2016. The collegiality of the Board will assist in choosing the correct candidate.

Chair Fegan would like to see Miriam Smolen complete the work Mike Donovan has done regarding the Memorandum of Understanding Committee. This committee should wrap up in a few months. Congratulated Mr. Donovan for his work on the committee and for his promotion at his place of employment. Friends groups are friends of the library. Not us against them or them against us, we need to work together. Always very taken with the work of volunteers who make the Friends groups a success.

As the new Director begins, the Board has a responsibility to supervise the new Director, not the entire library staff. The Director alone, directs the staff and brings ideas to implement for the future of the library.

November 11, 2015 board meeting cancelled due to the Veteran's Day Holiday.

The Board of Supervisors approved the reappointment of Chair Fegan to an additional term and thanked Chairman Bulova for her continued support and confidence.

The Library Board Committee Assignments was reviewed. Each committee is assigned a library staff member. The Director will not be advocating his role as supervisor of the staff members. Each committee will be expected to report at each board meeting.

Expects the Public Relations committee to come up with new and great ideas. The Finance committee Chair, Karrie Delaney, knows that she is expected to report, at each board meeting, any changes, and present them to the board.

## **Committee Reports**

- A. Budget Committee – Michael Donovan – between now and September, he will hand over budget responsibility to Ms. Delaney.
- B. Ad Hoc MOU Committee – Michael Donovan – met with Reston Regional, Burke Centre and City of Fairfax Regional Friends Groups. One more scheduled for July 12, 2015 with Oakton Library. Meetings have been spirited and collegial. Ms. Smolen questioned is this changing the relationship as stated in the Trustee manual and should we revisit the manual? Chair Fegan stated it is not a change, it is a clarification. There is a need for clarification to prevent future problems. Mr. Ewing added the goal is standardization of the MOU. Chair Fegan would like this completed before the new library director begins. Mr. Donovan will hand over responsibility to Ms. Smolen.

Chair Fegan thanked Mr. Donovan for a wonderful job.

Ms. Millhouser adds she had a conversation with several Friends Groups and they are concerned that revealing their funds may cause the Board of Supervisors to reduce the library's budget. Mr. Ewing states no one has a right to the Friends Groups funds.

- C. Planning Committee – Priscille Dando – hope to share results of survey at the September board meeting.

## **Director's Report**

- A. Executive Summary
  - 1. FY2016 Budget – We began the new fiscal year on July 1; having successfully closed out the FY2015 budget. The vacant library aide positions have been removed and staffing is being adjusted to mitigate this impact.
  - 2. Capital Programs Status Report
    - a. We should know in the next few days the name of the contractor selected for the renovation of Pohick.
    - b. Tysons-Pimmit - We are waiting on lease information for two possible temporary spaces in the Leesburg Pike office building.
  - 3. Library of VA State Aid – 2015 and 2016 state aid are listed on attachment 3, page 5. Ms. Levy asked how FCPL could rank higher on the list? Mr. Clay answered the County would need more residents, more square miles and/or local government increases per capita expenditures. State aid is based on a formula from State Code. The Library of Virginia distributes the funds.
  - 4. VLA Legislative Program Goals – this draft document (attachment 4, page 9) has two goals listed – increase state aid funding and further support of the Library of VA. Will advise the Board when the final version of the document is received.
  - 5. Mt. Vernon at Home – requested a motion to approve a one year lease for Mount Vernon at Home to continue in their space on the second floor of Sherwood Regional Library. (attachment 5, page 11)  
Motion to approve a one year lease for Mt. Vernon at Home to occupy the second floor of Sherwood Regional Library was moved and unanimously accepted.

6. Facilities Management Updates – The county facilities management department has informed agencies they will no longer be able to do “odd jobs” in county buildings that are not directly focused on building maintenance and repair. The library is exploring other options for getting non-maintenance work completed.
7. Library Aide Vacancies – An advertisement will go out soon for part-time library aides. Libraries were notified if they will be receiving additional library aides.
8. Free Summer Meals for Kids Programs – This was brought to our attention last month. Fairfax County’s Neighborhood and Community Services department runs this program with multiple locations as noted in Attachment 6, page 13. The handout in front of you lists FCPS schools who are participating in the 2015 USDA Summer Food Service Program. Ms. Levy would like FCPL to participate in next year’s summer program. It would be a good pilot program.
9. FCPL Renovation Process – Attachment 7, Page 17, provides information on the processes followed in Fairfax County and the applicable sections from the VA Public Library Trustee Handbook as mentioned at last month’s meeting.
10. Incident Report – June’s report is attachment 8, page 31. Chair Fegan has requested additional information be included with this report in the future. We will begin doing this in September, of course, excluding names and personal details.

Ms. Millhouser requested a report of holds statistics on Vietnamese materials. Mr. Clay will look into it.

### **Roundtable**

Mr. Donovan – no comment.

Ms. Levy – the Fairfax City Regional Library Precision Book Cart Drill Team performed in the City’s Independence Day Parade which was appreciated by Fairfax City residents and thousands in attendance. Houseguests from San Antonio brought a brochure on the dedication of a new branch there which has a digital studio. Ms. Levy hopes FCPL is working toward this as well.

Ms. Smolen – no comment.

Ms. Dando – no comment.

Dr. Sirh – Questioned the flyer announcing the new holds label procedure.

Mr. Ewing – no comment.

Ms. Millhouser – reports that Woodrow Wilson Library had a plumbing mishap but the library never closed. County Facilities Management did take care of it.

Chair Fegan wished all a restful summer as he anticipates a busy fall schedule. The job announcement for the Library Director will close on July 31, 2015. The Director Search Committee will begin to look at candidates and hope to meet with Chairman Bulova and Karrie Delaney to integrate the Board of Supervisors. The Library Board of Trustees has to make the selection for a new Library Director and we must include the Board of Supervisors. Also looking forward to the survey results at September meeting.

Chair Fegan adjourned the meeting at 8:06 pm.

Members Present

Sam Clay  
Charles Fegan  
Darren Ewing  
Priscille Dando  
Fran Millhouser  
Suzanne Levy  
Dr. Joseph Sirh  
Miriam Smolen  
Michael Donovan

Members Absent

Will Jasper  
Michael Cutrone  
Don Heinrichs  
Karrie Delaney

Respectfully Submitted:

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Edwin S. Clay III  
Library Director

Approved:

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Charles Fegan, Chairman  
FCPL, Board of Trustees