

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
October 14, 2015

Vice Chair Karrie Delaney called the meeting to order at 7:00 p.m.

Friends' Choice Awards honored 46 awardees for their hard work, dedication and continued service as members of Fairfax County Public Library Friends groups.

Vice Chair Delaney honored retired Trustee, Elizabeth (Liz) Clements for her 18 years as a Library Board of Trustee representing the Mason District.

Andy Miller, Project Coordinator, Fairfax County Department of Public Works and Environmental Services, Public Private Partnerships Branch, Building Design and Construction Division presented an update on the Reston Town Center North project. Mr. Miller stated the Library Board will be asked for their input as the project progresses. First steps will be to determine the square footage. A November 4, 2015 public meeting has been scheduled. Vice Chair Delaney advises the Library Board will get community feedback and pass it on to Building Design and Construction Division by the end of the year.

Public Comments

1. Jennifer McCullough, President, Fairfax County Public Library Employees' Association

Minutes - Motion passed to approve the September 2015 board minutes, as amended.

Vice Chair's Report – emphasized the importance of the Friends groups, their dedication to Fairfax County Public Library, and a reminder of the collaboration we have which enhances our system. The Sully District welcomed 22 students and teachers from Chantilly, France visiting the Fairfax County Public Library branches to conduct research projects. They will tour the Washington, D.C. region and will visit Philadelphia, PA as well. This was an important opportunity for Fairfax County Public Library to support the visiting students by providing research assistance for their projects. There will be a recognition of the visiting group at the October 20, 2015 Board of Supervisors meeting and all Library Board members are welcome to attend.

Director Clay reminded all to attend the Tysons-Pimmit Regional Library 30th birthday celebration on Saturday, October 17, 2015.

Committee Reports

- A. Library Foundation – Vice Chair Delaney reminded the board that the Library Foundation Jubilee is Saturday, October 17, 2015 at the Woodrow Wilson Library.
- B. Finance Committee – Karrie Delaney – several Library Board members attended the October 2, 2015 Finance Committee where a presentation on the Fairfax County budget process was held. The FY2017 budget submission is due for submission very soon. The Library Board will work on identifying budget priorities. A lot of expectations from the County on what the Library Board can ask for. The budget submission draft, consistent with the County's budget direction for FY2017 budget submission, holds

funding steady at the previous year's levels, totaling \$27,669,124. Personnel Services submission is \$21,697,368 and Operating is \$5,971,756. The other component of this request is as part of the FY2015 budget deliberations, the Board of Supervisors approved that four year commitment to providing funding to the library for materials in an effort to restore reductions since FY2010. Fairfax County Public Library was provided with the initial \$250,000 installment, but the Board of Supervisors was unable to provide the second installment in FY2016. This submission also includes the request from the Library Board of Trustees respectfully requesting reconsideration of the pledge to receive \$250,000 in FY2017.

- C. Ad Hoc MOU Committee – Miriam Smolen – continues to focus on County's legal requirements to protect the County from risk that should be reflected in the MOU. Met with a Deputy County Attorney to discuss these issues. Will continue these discussions and will not move forward at this time to request revised language.
- D. Planning Committee – Priscille Dando – purchase order has been issued for the survey contract awarded to Futterman and Associates. Conference call scheduled for Thursday, October 15, 2015 with Library Administration and Futterman and Associates to discuss next steps. Anticipate finalizing the members of the committee who will be working directly with them. The committee will be made up from a variety of stakeholders. The community survey is very much anticipated and to minimize delay, the phone call and other issues must be completed. Hope to have more information on the timeline after the conference call.

Director's Report

1. Fairfax County Public Library's approved state aid budget for FY2016 dated Sept. 4, 2015 is attachment 1, page 1.
2. Fairfax County Public Library's FY2015 budget carryover request was approved by the Board of Supervisors. The carryover request totaled \$2,629,443 including \$2,160,125 in encumbered carryover and \$469,318 in unencumbered carryover primarily attributable to the furniture and fixtures associated with the Pohick renovation. The request submitted by the Board for unencumbered carryover for materials (memo dated July 2, 2015) was not approved.
3. FY2017 Budget Requirements for Fund 30030 Library Construction – Requests 1-4 have already been approved by the voters in previous bond referendums. Kingstowne Regional Feasibility Study is the next priority.
4. FY2017 – FY2021 Capital Improvement Program – The library will present its submission at the end of the month.
5. Kingstowne Library Update –Handout provided at tonight's meeting outlines the recent water intrusion and county and vendor response.
6. It has been approximately one month since Kings Park and Burke Centre adjusted to regional hours. It took a bit for customers to realize these two libraries had additional hours, but now both libraries are noticing increased collection size and increased use. Burke Centre noticed their available seating fills up regularly, especially in the quiet study room. They calculate the door count is up almost 40% from September of last year. At Kings Park, they are also seeing increases in all categories especially related to check-ins, renewals and holds.
7. This year saw an increase in students participating in the Summer Reading Program. Thanks to the Foundation and Friends groups for their strong support.
8. The Board of Supervisors approved the county holiday calendar for 2016.

9. The Fairfax County Public Library's holiday calendar for 2016 was provided. The Board of Supervisors has graciously provided ALL county employees with a full day holiday on Friday, December 23, 2016 in recognition of Christmas Eve versus the standard four hours. There are two additional holidays included in 2016 due to these holidays falling on Sundays – Easter and Christmas.

There was discussion regarding additional days off for library branch staff in calendar year 2016. Melanie Quinn advised that the holidays are set by the Board of Supervisors. The library does not have the authority to change the holiday schedule for 2016 but the Library Board could request additional days off in 2016 from the Board of Supervisors. Vice Chair Delaney requested copies of holiday schedules for Fairfax County and Fairfax County Public Library for comparison at the December 2015 board meeting.

10. Thank you to the Rotary Club of Vienna for their \$2000 donation. Patrick Henry Library will be able to hold additional programs and services.

As an Action Item, Mr. Ewing requested access to the Lines of Business documents submitted by Library Administration. Mr. Clay advised the documents are still considered working papers of the County Executive and are not available. Once released by the County Executive in January 2016, the Lines of Business documents will be available for public review.

Roundtable

Ms. Millhouser – referenced the flyer announcing the Friends of the Virginia Room Annual meeting and tours of the Virginia Room and the rare book room on October 25, 2015.

Dr. Sirh – thanked all of the recipients of tonight's Friends' Choice Awards. They are appreciated.

Ms. Levy – reports she met with the visiting French students at City of Fairfax Regional Library. She advised them that they could email the Virginia Room if they had further questions once they returned to France. Ms. Levy advised the new Your 411 Weekly is useless since the links cannot be accessed. She asked that the layout is re-considered. Reports Chair Fegan, who has been ill, is feeling much better.

Mr. Ewing – no comment.

Ms. Dando – Summer Reading Program was a success this year, has seen tremendous growth in every category. Truly a team effort between, branches, volunteers, partnership with schools and especially Ted Kavich, Program and Educational Services Manager, who develops and runs the summer reading program. Congratulations to all.

Ms. Smolen – thanked Melanie Quinn, Deputy Director of Operations for the many meetings with her to educate her on the MOU issues.

Mr. Heinrichs – until July 2015, Kingstowne Library was in the Lee District. The library is at the corner of Beulah Road and Telegraph Road. The library is now located in the Mount Vernon District.

Mr. Donovan – no comment.

Ms. Delaney – no comment.

Vice Chair Delaney adjourned the meeting at 8:50 pm.

Members Present

Sam Clay
Karrie Delaney
Priscille Dando
Darren Ewing
Michael Cutrone
Fran Millhouser
Suzanne Levy
Dr. Joseph Sirh
Miriam Smolen
Michael Donovan

Members Absent

Michael Cutrone
Charles Fegan
Will Jasper

Respectfully Submitted:

Edwin S. Clay III
Library Director

Approved:

Karrie Delaney, Vice Chairman
FCPL, Board of Trustees