

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
July 13, 2016

Chair Karrie Delaney called the meeting to order at 7:05 p.m.

I. Public Comment:

1. **Public Comment:** Deb Smith-Cohen, President, Fairfax County Public Library Employees Association (Attached.)

II. Minutes: A motion to approve the June minutes was accepted.

III. Chair's Report:

Opening Remarks: It was with great excitement that I called this meeting to order tonight. It is not only my first time being chair, but also the first meeting that I sit beside the new director of the Fairfax County Public Library system, Jessica Hudson. We have asked staff and the citizens who use FCPL for patience as we navigated a very difficult time in our system's history. I would like to start this meeting first by thanking our past chair, Charles Fegan, for his steadfast leadership that brought us to this point of new beginnings. We now have Jessica Hudson leading library admin and we are nearing the completion of the community outreach effort, an exhaustive process that will provide essential data for creating a new strategic plan and for setting our priorities. I give a huge thanks to the entire committee and to Priscille for leading this effort. So I can't help but feel a bold sense of potential for all we have become, for all we can become in the coming years.

As the chair of the Library Board of Trustees, I have committed to focus on several areas. With several new board members coming on in recent months, I feel it is important to focus on board development this year. I would like to schedule a series of trainings for the Library Board of Trustees so that we can function as effectively as possible.

I will also introduce new protocols for ensuring our effectiveness as well. I believe we should focus on community engagement. The Library Board of Trustees should be fully informed on issues that concern our community and receive accurate and timely information.

Another goal is to schedule site visits so that each trustee has the opportunity to visit every branch in the system, so that we can each better visualize the diverse challenges in our community.

And finally, strategic planning must be a priority this year as we create our new plan for the system. I would like to see the Library Board of Trustees use the information that we receive to focus on setting priorities, not only for our system, for our budget and for gifts that we receive.

I have a list of new assignments for committees and I am going to go through them briefly. I have spoken to some of you that I am asking to chair and the committees are:

Public Relations Committee: Will identify priorities for marketing and establish protocol for presentations and outreach. Chair, Ms. Millhouser with Ms. Janega and Ms. Dando.

Ad Hoc Friends MOU Committee: Will complete its function soon I hope. Chair, Ms. Smolen with Mr. Donovan and myself.

Planning Committee: Change to an Ad Hoc committee. This is a project that does have an ending in sight as we now have the information coming in from our outreach effort and that will lead us to develop the strategic plan and identify our priorities. Chair, Charles Fegan with Ms. Dando, Mr. Jasper and Ms. Levy.

Budget Committee: Will track the finance calendar throughout the year and ensure that the Library Board of Trustees gives input and guidance where needed. Chair, Ms. Smolen with Mr. Ewing and Dr. Choi.

Library Foundation Committee: Liaison, Mr. Jasper

Policy Committee: Change to an Ad Hoc committee. The primary duty of this group will be to review all of the existing library policies that we have on the record and report to the Board of Trustees any recommendations for changes, updates and additions. Chair, Mr. Russell with Mr. Donovan and Ms. Janega.

IV. Committee Reports

A. Library Foundation: Mr. Jasper. The FY 2017 budget has been approved. The budget will be used for enhancement of the library Foundation programs in the following areas – Ready to Read Early Literacy Outreach program, Early Literacy Professional Development Conference, Early Literacy Library Family Night, Changing Lives through Literature and the Summer Reading Program Challenge. Also for scholarships and special presentations. The summer deadline for the continuing education and professional development scholarships is July 15. You can go on the Foundation website for the necessary forms.

The Foundation was the recipient of two grant awards: The McLean Community Foundation is granting an award for \$9,400 for the McLean History Portal project. The Maximus Foundation has awarded \$3,000 for the Early Literacy program.

As a reminder, October 15 is the Library Jubilee. The purpose of the Jubilee is to raise money for library programs. Last year we raised \$197,000 and this year we hope to raise \$200,000. Please come and bring your friends!

B. Budget Committee: No report.

C. Planning Committee: Ms. Dando. Our intake of data is complete and CIVICTechnologies is consolidating, analyzing, creating benchmarks and preparing the report that will be ready for presentation to the Board in September – the date and time to be determined. At the time of the report, that will conclude the obligation that CIVICTechnologies has for their contract. As we have the time as we await this report, the Board might want to think about how we move forward when once we have the opportunities and the gaps identified – what are the processes and how are we going to move forward with that. This is critically important as our Chair has said, and I, as well as everyone in this room, am eagerly anticipating the outcomes of that report. As soon as we have a confirmed date and time, we'll make sure that it is communicated to everyone so that it will be on our calendars.

D. AD Hoc MOU Committee: No report.

E. Public Relations Committee: Ms. Millhouser. Sheila and I have been working informally and talking to different people. Karrie and I have spoken and I have been taking notes on things we want to work on now that we have our full committee.

V. DIRECTOR'S REPORT

A. Notification to Trustees of News Items

Karrie and I were talking about something that popped up in the news that related to one of the libraries and how you all, as BOT members, would be notified about these. This seemed like a reasonable way to get everyone who needs to be notified, notified quickly. The goals for us are that when Library Administration is made aware of something that is potentially newsworthy – more police interest than something that we are used to; falls outside of a routine incident report; or if there has already been media interest – we want to make sure that the Chair of the Board of Trustees and the Board of Trustees member from the affected area are notified. Our anticipation is that we will be able to provide you with a short update on what’s happening as well as a link to any current news articles so that you are aware if someone calls you. The notification would come from myself, the deputy director or from our marketing director – whoever is available and finds out about this first. If it happens during a weekend, and I don’t know that it’s happening, I cannot let you know. But if I know that it is happening, I see it on my phone or in the news, we’ll be happy to contact you as soon as we know.

B. Contact Information for Trustees

When I started reviewing the Library Board of Trustees’ manual on our website, I noticed that each of you has a listing on the page that the public can access. This contains your name, personal email and phone number and your home address. I wanted to offer you an opportunity. We would be happy to provide you all with our Administration phone number listed and then forward these calls to you. For email, rather than have your personal email listed, there would be a message box with a dropdown for each district. People could click on this and it would go to your personal email without having that email listed.

Chair Delaney stated that we are still working on having county email addresses for the Board. This is underway and she will update when available.

Mr. Ewing asked what the protocol was for other county boards and thought that it is preferred not to have this personal data show to the public.

Chair Delaney stated that she did not see this personal information listed for other county boards.

A motion to change this contact information page as suggested by Ms. Hudson was presented and accepted.

C. Summer Reading Challenge

Update from Ted Kavich, Program and Educational Services Manager:

This year's Summer Reading Challenge is off to its usual brisk start. As of July 13, a total of 12,612 kids and teens have registered online (this number does not yet include the thousands of kids who are using paper reading logs) and a total of 37,100 books have been logged so far. At library branch events, families have enjoyed performances such as music and movement with Wolf Trap Master Teaching Artist Sue Trainor and West African drumming and dance with Soul in Motion...while preschoolers and parents were treated to cool science experiments by Mad Science...school age kids thrilled to magician Peter Wood's tricks and illusions and met live animals courtesy of Wildlife Ambassadors...and teens learned about 3D printing, computer deconstruction and sphero robotic balls at hands-on workshops presented by TechShop DC-Arlington.

Discussion about the Pokemon Go app and whether this has been seen in our libraries. No reports of this as yet.

CONSIDERATION ITEMS

A. Division of Proceeds from Ongoing Book Sales

Library staff recommends a change to the proceeds of ongoing book sales from a 50/50 split between FCPL and the Friends to a 35/65 FCPL to Friends split. This item is to be voted on in September.

ACTION ITEMS – None

ROUNDTABLE

Dr. Choi: How much money do book sales generate? Ms. Levy responded: This varies year to year and branch to branch. For the Virginia Room one year's sales were \$500-\$600.

Dr. Choi: Is learning about the Board and the library system and is going to library programs, such as the songwriting group at Kingstowne.

Ms. Levy: Thank you to Dave Molchany regarding the Board email issue. Thank you to Jon Lutz for sending the monthly branch event listings.

Sam Clay, former Library Director, was honored at the City of Fairfax council meeting for his years of service to the citizens of the City of Fairfax.

She is a member of Fairfax County's 275th birthday committee. On June 17, 2017, we are celebrating the 275th anniversary of the founding and incorporation of Fairfax County and there will be an all-day event on the Courthouse complex lawn. The library was very involved in the 250th celebration and Ms. Levy hopes to work with Ms. Hudson and Mr. Kavich (Programming and Educational Services Manager) so that the library is included in the year long events that will be planned.

Mr. Ewing: Is glad to have Ms. Delany as the board chair and welcomes Ms. Hudson as our director.

Mr. Jasper: No comment.

Ms. Dando: As the school representative to the Board, would like to support the Fairfax County birthday celebration next year and will work with Ms. Levy also in this effort. Also sends a hearty shout out to the Kings Park branch, to Pam Coughlan and the library staff for integrating Book Your Summer and Read for the Win summer program in the branch. Staff used the individual bingo squares from Book Your Summer and posted them around the library to highlight special displays and books that pertain to the subjects on the squares. Discussion regarding the square found on the Book Your Summer bingo card that references myON and TumbleBooks software. Access to this software is available to all FCPS students both in school and at home.

Mr. Fegan: No comment.

Mr. Donovan: No comment.

Ms. Millhouser: Suggests that for ALA Library Week (and perhaps for Banned Books Week), the library ask that the Board of Supervisors have a proclamation to recognize this week. A

suggestion is made that Trustees speak to their supervisor about this to see who would move this forward.

Recognition for Vicky Chu, Circulation Manager at Thomas Jefferson Library.

Concern regarding branch staff and customer safety and active shooter training.

Ms. Millhouser is optimistic and upbeat about our potential and the future.

Mr. Russell: No comment.

Ms. Janega: Has found a free ALA webinar (and sent this info to Board members) to teach attendees how to create, market and implement effective advocacy campaigns for libraries.

Ms. Janega attended the 3D printer training at Reston Regional Library and recognized Amy Conerly as one of the trainers who did a fabulous job. There are staff and public programs on this in the library and Sherwood has such a printer which is free for the public to use. This technology is being used now. It is the wave of the future and she is happy that the library is investing in this technology.

Welcome to Ms. Hudson.

Ms. Delaney: Is excited to see opportunities such as the 3D printing in the libraries. As we receive our survey and outreach data we will have the ability to create our vision for what the library of the future means in Fairfax County. She thinks that information will guide us for our day to day priorities and setting that vision for what the library of the future will mean in this community. It is very responsible of us to consider what really makes anything, a library system or any community service, what role it plays in the economy and economic development. She believes that libraries will always be a place for books and learning and the extension of that is innovation. It is critical that libraries play a role in that as it will give opportunity for those future innovators to create something that could be good for the economy in Fairfax County. Inventors could use the 3D printing technology at the library to make a prototype of their invention rather than hire a company to do this.

Discussion regarding the City of Fairfax summer Maker Camp.

Chair Delaney adjourned the meeting at 7:55 p.m.

Members Present

Karrie Delaney
Michael Donovan
Yearn Hong Choi
Priscille Dando
Darren Ewing
Charles Fegan
Sheila Janega
Will Jasper
Suzanne Levy
Fran Millhouser
Gary Russell

Members Absent

Miriam Smolen

Respectfully Submitted:

Approved:

Jessica Hudson
Library Director

Karrie Delaney, Chairman
FCPL, Board of Trustees

Deb Smith-Cohen
Fairfax County Public Library Employee Association President
Statement to Library Board of Trustees

We are deep into the summer with its spikes in branch visits, programs, and checkouts. Our teen volunteers have learned the rhythm of their tasks. Staff have learned the patterns too: mornings are manic; afternoons more mellow unless there is a program or rain; evenings are steady. DVDs and audiobooks for road trips are in high demand. Reading program finishers clasp their coupon books with glee. Registration for the next puppet show, musician, science troupe, or theatrical is already full. Keeping up with re-shelving requires new strategies and constant attention. Each branch is noisy-ish, energized, and exuberantly happy.

It is good to celebrate seeing our new Director here tonight. Like many staff, I was excited to have a chance to meet Ms. Hudson within her first few weeks here. We are all glad for her eagerness to visit branches, for the opportunity to see her at the open house on June 24, and for what we hear of her ideas about priorities that are also ours. These include increased and improved technology capability, internal communication, customer service and -- not least -- collection development.

Among the first communications from our Director was the welcome news that internal candidates will be offered promotional opportunities first as the norm for job announcements going forward. This will improve the ability of staff to aspire and to move themselves upward within FCPL.

Staff Day is coming up. It will be an exciting opportunity but it cannot be the only forum for staff learning. We need deep improvements to our internal curriculum for building staff skills and management excellence. Relying on free online webinars cannot give us the richness, variety, and quality of in-house training and in-house experimental learning programs. We hope that more of the latter will be developed soon.

It was truly inspiring to hear about the nascent plans for increased community outreach by Trustees which was presented in the public relations committee report last month. Please do not hesitate to call or visit your branches to get help identifying contacts for civic groups who would welcome your advocacy and information. We are more than happy to be your fact checkers, sidekicks, or AV wranglers for any of these efforts.

Finally, I see in the system calendar that the library board will not be meeting in August. I wish you relaxing days, excellent reading, engaging conversations and renewed energy -- and I look forward to speaking to you in September.

Thank you.

