

**FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
May 11, 2016**

Chair Charles Fegan called the meeting to order at 7:00 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 Minutes of the April 2016 meeting as amended was accepted.

A motion to approve the Minutes of the Special Board Meeting of April 20, 2016 as amended was accepted.

III. Chair's Report

Opening Remarks: I am happy to report that on April 26, I was present at an Executive Session of the Board of Supervisors. At that meeting, I presented Miss Jessica Hudson as the individual the Library Board of Trustees had retained for its director. The Board of Supervisors met with us and did ask a few questions to get to know the director. At both this session and later at the public session, the Board of Supervisors was happy to confirm the Board's selection.

The survey part of the Board's outreach program is ready. I will read Priscille's report as she is unable to attend this evening's meeting as she is in Chicago on library business. I would first wish to congratulate the members of that committee and the vendors who have worked so hard to arrive at this point. The official date for the new director to come on board will be June 13, 2016. I hope that each Board member will be available to accompany her when she visits the branch in your district. If you cannot, please let me know. As the representative of the Chair for the Library Board, I represent every branch and will attempt to fill in for you if possible.

As all of you are aware, a personnel matter took place during the past month involving an individual each of us knows. I am happy that the Board reacted in the proper manner and recognized that these matters do not come under the purview of the Library Board.

I have received nominations from various members of the Board concerning positions for the coming year beginning July 1. The election will take place at the June meeting. Except for the position of chair, there are multiple nominations for other slots. As chair of the nominating committee, Priscille and I will conduct the selection at the June meeting. A ballot will be prepared and distributed at the meeting. Results will be announced at the conclusion of the meeting. The nominating committee will take care of the slate and have it for the June meeting. Usually, we only have one slate and we just throw it out but this year we have multiple members and as a result, we have decided to come up with it next month. Please consider this as the Nominating Committee's report.

IV. Committee Reports:

- A. Library Foundation:** Chair Fegan reports for Mr. Jasper: the Library Foundation's Jubilee will be at Dolley Madison Library on October 15 from 5:30 – 8:00 p.m. The guest speaker is author Linda Castillo. The spring appeal is off to a great start. The information was sent out on May 5 and already we have more than \$5,000 in gifts. The Barnes & Noble Book Fair was held on April 30. Hundreds of people purchased books to support the library. (Ms. Millhouser said the event was so successful that Barnes & Noble would like to schedule another one.) A full report will be available next month.
- B. Planning Committee:** Chair Fegan reports for Ms. Dando: The anticipated “go live” timeframe for the public online survey, Board of Trustees and Staff surveys, and the telephone surveys is this week. Once we receive a live link, I will send a communication to Board of Trustees members and Charles will forward a communication to the Board of Supervisors. Katie will forward the survey link to staff. Please see the [Public Engagement website](#) for more details. You may see a video publicizing the engagement effort on the library's front web page.
- C. Finance Committee:** Ms. Delaney: No report.
- D. Publicity Committee:** Ms. Millhouser. Chair Fegan asked that Ms. Millhouser hold any report as this is a new committee with new ideas and he would prefer that the new Chair present this committee and be involved in its development.
- E. Ad Hoc MOU Committee:** Ms. Smolen. The committee is still on hiatus but happily the new director will be here next month and I'm sure we will be on her agenda. Chair Fegan said that the relationship with the Friends has gotten much friendlier since the time the committee was formed.

V. Director's Report:

- A. Executive Summary:** Dave Molchany (Attached.)
- 1. No Kid Hungry Program**
 - 2. Partnership with Neighborhood & Community Services**
 - 3. FY 2017 Budget Impact on the Library**

Comments/Clarifications: The Pohick meeting room will have laminate flooring and this cost is included. There will be carpeting that staff can put down for children's events.

The libraries will help publicize and may host a No Kids Hungry site. Chair Fegan credits Ms. Levy with bringing up the No Kids Hungry program originally.

VI. Consideration Items: None

VII. Action Items:

- A.** Chair Fegan asked for a motion to approve Staff Day for September, 9, 2016. The motion was passed.

- B.** Chair Fegan asked for a motion to confirm the size of both the new and temporary spaces for the Reston Regional Library and the use of the Fairfax County Library design manual. Following the Library Board's approval, the information will be presented in a 2016 Request for Proposal (RFP) for the Reston Town Center North Project.

Background: The Fairfax County Comprehensive Plan provides guidance related to library size and location. The Fairfax County Library Design manual provides guidelines to help streamline and aid the design process by establishing design criteria and standards for many building features. As defined in the Comprehensive Plan, a regional library in Fairfax County falls into the range of 25,000 – 39,000 square feet. Each library renovation is designed with input from library staff, library administration and numerous county agencies. In addition, best practices input from community, current trends and adaptability for future needs are considered at the design level. When possible, locating a temporary library facility in the same general service area is ideal. Temporary libraries vary in size depending on availability of leased space, pricing and so forth and are generally 2,500 to 5,000 square feet. The recommendation is that the Library Board approve what we considered at the last meeting. At this time, I ask for a motion to approve this. Motion approved.

Discussion:

Ms. Janega: Community groups are concerned about the size of the library, with the growing population in Reston, and if there will be enough parking. Reston Town Center will begin charging \$2 per hour to park on August 1, 2016 and the library will back up to this paid parking area. Are we moving too quickly on this? Can we defer voting on this as we take into consideration these issues?

Chair Fegan: We have to start to move forward. As this won't take place until 2020 or 2021, I cannot imagine a community such as Reston allowing it to remain dormant during this time. We have to start the process or we won't get anywhere.

Ms. Smolen: This is just approving that a request for the proposals go out, correct? Once the responses come back, there is another round of discussion about how the proposals meet the various community needs.

Chair Fegan: There is a certain amount of money allocated for this construction. Based on the construction and what is required by the Library manual, this generates a cost per square foot. The cost per square foot divided into the amount allocated dictates the size of the library. We have to get the process moving, don't close the community out and keep going forward. As for the funds, we are only given a certain amount of money from the Board of Supervisors. As you heard before, I asked for the additional money from the Board of Supervisors and we didn't get it. As we go forward we have to make sure that this Board is heard. We have to act in a responsible, constructive manner to be a legitimate person at that table in the discussion.

Ms. Delaney: This is a long process and we have to be aware of what decisions we can make at what point. At a project meeting I attended with the branch manager and staff from

the county agencies involved in the project, we discussed these details such as parking. The RFP goes out and then we will get a lot of information back. What we are voting on tonight is accepting what has been presented to us by Library Administration, with the Reston branch manager's input, that will define the square footage of the library and of the temporary. This recommendation takes into consideration staffing also. If the community wants a larger or smaller library, there are other factors that need to be taken into account which are coming from the leadership within the library system so we can make an appropriate decision. At this point, we are looking to approve the square footage of the project which is a maximum for the current design manual and Administration is in concurrence with approving this. They see this as an appropriate amount that can be staffed safely and the size would be reasonable to find an appropriate temporary space. I feel comfortable moving forward with this recommendation knowing that we still have a lot of time to get community input on the details that will make this branch what it is to the community and make sure it really works for Reston.

Ms. Levy: Is it possible to change the numbers in here to say "a building no less than 30,000 square feet?" It could be from 30-39,000. I don't think we can approve a branch that is smaller than what currently exists. 5,000 square feet is a fairly significant difference. We already have staff for a 30,000 square foot library. I don't want the powers that be to come back and say "you approved a 25,000 square foot library."

Chair Fegan: Everything is going to be determined by cost.

Ms. Smolen: This document, this motion, is not us approving the plan with a 25,000 - 39,000 square foot building. The motion is the part in the middle saying "we approve you going forward." What the bottom paragraph is saying is that what is in the comprehensive plan is that a regional library is between 25,000 and 39,000 square feet. If you want, we can make a separate motion that goes along with this that says "as you send out the RFP, the Board of Trustees is asking that the proposal be no less than 30,000 square feet." I'm not sure what the impact is if there is no money.

Ms. Millhouser: Hasn't the request to identify companies qualified to bid gone out?

Chair Fegan: No, that goes out... First of all, we are a long way from that. We don't even have a spot to build it on yet. They have to determine the financial side first. We don't even own the land right now.

Ms. Levy: We own the land the current library stands on. Is this going to be a bond issue?

Chair Fegan: There already was a bond for this. (Discussion concerning the bond money.)

Ms. Millhouser: Isn't the "clock ticking" on the bond?

Katie Strotman: The bond money deadline is ticking. The county isn't concerned about getting an extension for that. They knew they would have to put additional county funds

along with this in order to build a new library. What we are talking about is putting the new library in the same block as the shelter.

Mr. Donovan: This is just to issue a Request for Proposal.

Chair Fegan: The question was called. Chair Fegan asked for a vote on this motion; the motion was passed.

Chair Fegan: The minutes of the Special meeting of April 20, 2016 appointing Jessica Hudson as Library Director were approved as amended. This Board had the authority to hire Ms. Hudson. Thank you to all Board members who were present.

Ms. Smolen: I present a motion that the Board of Trustees recommends that any plan for the new Reston Regional Library specify that the square footage be no less than 30,000 square feet and be as large as possible. The motion was passed.

Chair Fegan: This was a rather touchy thing and we have to move forward with this. It is going to take a good while to do but, as they say, a journey of a thousand miles starts with the first step and this is our first step. I don't want to get bogged down in minutia as we need to get this thing going.

Ms. Levy: I am going to look at the library design manual and see if there is anything about free parking at libraries and, if there isn't, then I think there needs to be.

Mr. Molchany: I think Andy addressed that question and understands that you want a library with 39,000 square feet of usable space as opposed to space that would be lobby or elevators if there is a two story design. I think he's addressed the parking in that we will have to do something different for the library. Whether it is that you go in and you get your parking card and it is validated and when you come out and they let you out or do something else.

He could not answer the question of the number of dedicated spaces as this is a development with many, many uses. So basically I think his answer was that he understands this has to be addressed and he understood that you want 39,000 square feet and that you wanted the high end for the temporary library. If the developer has places in the area we would negotiate for that and it may be different. These things did come up.

Ms. Levy: The existing Reston Library - what will become of that property?

Mr. Molchany: It will be torn down and new buildings will be built on top of it. The part that we don't own is, if you were standing at Reston Town Center and looking across the street, the strip that goes across the front we don't own. They are going to, hopefully and I believe this is what Andy said, consolidate all that property as the idea is that the street will go from Reston Town Center straight through. Until we own that little strip of land they can't do that. We own what the shelter is on and we own what the library is on. That's where they will build first and they have to negotiate the rest of it to get it.

Ms. Levy: So the library will come down in order to build the new library. They can't stay there.

Mr. Molchany: Right. It goes to how we own the property which was the issue. There was a further question about the 100 square foot Friends of the Library allocation and I am looking into that also to see what kind of flexibility we have given to other libraries for the 100 square foot guideline for the Friends.

Chair Fegan: I do know at the Library of Virginia you park underground and you get a ticket. When you go into the library, you have your ticket validated. I think they allow 2 hours or something like that. When you leave there is no charge. (Discussion about parking and the time restriction.) Agreement that parking must be free and allow customers ample time in the library.)

Mr. Molchany: As Andy was saying, if we don't get the RFP out and don't get a proposal back, all of these questions cannot be answered. The RFP will come back with however they are going to creatively come up with this idea and then it will also tell you what the answers to some of these questions will be.

Roundtable:

Ms. Levy: The Late Night in the Virginia Room event was last Friday night. 61 people signed up and 81 showed up. It was very successful and the library was open until 10 p.m. The next morning there was a very successful program on the Nike Missile Site and this was standing room only which is very good on a Saturday morning. Fairfax City Regional is partnering with the City of Fairfax and providing storytellers across the street in the new downtown park with the fountain. This is a great community meeting place.

Mr. Donovan: Nothing.

Ms. Delaney: Nothing.

Ms. Smolen: I attended the Oakton Library's last speaker event which was about Washington D.C. walking tours. It was very interesting and well attended by all ages.

Ms. Millhouser: Mason District has had some complaints recently. One person was upset about the lack of easily attendable storytimes in the library system. This issue has come up in some of the focus groups and we will be able to talk about this. The other complaint was about a Koran program scheduled at George Mason and the person asked if there would be a program on the Bible. Emily Riley handled this very well and Ms. Millhouser followed up and let Penny Gross know of this also.

Ms. Janega: I attended a volunteer luncheon at Reston today. It was delicious and the room was packed with volunteers. They have a very active Friends and volunteer group. I also went to the Forum at Kings Park last week. It was really interesting to hear the comments and listen to the tones of voices. This group was not as friendly as the Chantilly group but

their observations of the library were about the same. Many in this group had no idea that there was a Library Board of Trustees and they wondered who we were and what we did. This was quite surprising and perhaps we can become more visible.

Chair Fegan: It is funny you say that because one of the hot button issues during the past year was the holds issue and that was brought to a Board member by a Kings Park customer.

Chair Fegan adjourned the meeting at 7:50 p.m.

Members Present

Charles Fegan
Karrie Delaney
Michael Donovan
Sheila Janega
Suzanne Levy
Fran Millhouser
Miriam Smolen

Members Absent

Priscille Dando
Darren Ewing
Will Jasper
Gary Russell

Respectfully Submitted:

Approved:

Christine H. Jones
Deputy Director

Charles Fegan, Chairman
FCPL, Board of Trustees