Before the start of the October meeting, the Library Board of Trustees recognized 24 Friends’ group members for their dedicated service at the Friends’ Choice Awards.

Chair Karrie Delaney called the meeting to order at 7:22 p.m.

I. PUBLIC COMMENT:
   A. Public Comment: Nancy Allard, Friends of the George Mason Library

II. MINUTES: Mr. Ewing moved to approve the September 2017 minutes, and Mr. Fegan seconded it. The motion to approve the minutes passed unanimously.

III. CHAIRS REPORT: Chair Delaney reiterated her thanks and congratulations to all awardees both present and those not able to attend. The work that the Friends do is extremely important and the board appreciates all the support from the Friends.

IV. COMMITTEE REPORTS:
   A. Library Foundation: Will Jasper – The 2017 Jubilee- “The Library Goes Hollywood”- is Saturday October 21, 2017 from 5:30 p.m. – to 8 p.m.
   B. Finance Committee: Darren Ewing – Chair Delaney announced that Mr. Ewing will now be the Chair of the Finance Committee. The committee met October 10, 2017. They reviewed the budget transmittal letter to be submitted for the FY2019 budget and approved moving it forward to the full Board. A motion was made by Mr. Fegan to submit the budget transmittal letter, and Ms. Smolen seconded it. There was no discussion and the motion passed unanimously.
   C. Ad Hoc Planning Committee: Charles Fegan – The committee will meet November 1, 2017 at the City of Fairfax Regional library at 3 p.m. Mr. Fegan encouraged everyone to attend the meeting to hear the latest report from staff on the Strategic Planning.
   D. Public Relations Committee: Fran Millhouser – The next meeting is October 26, 2017 at the Fairfax County Government Center at 3 p.m. The committee will meet with library marketing staff to discuss upcoming events the board should know about.
   E. Ad Hoc Policy Committee: Gary Russell – The next meeting will be November 6, 2017.
   F. F. Ad Hoc MOU (Memorandum of Understanding) Committee: Miriam Smolen – The MOU is a consideration item this month, up for discussion as an action item next month. Comments received by October 1, 2017 were posted in the packet. All feedback received by October 31, 2017 will be in the November packet.

V. DIRECTORS REPORT:
   A. IMLS Releases Annual Data and Survey Results of American Public Libraries
In September, the Institute of Museum and Library Services (IMLS) released two key information products: the latest data from its annual Public Libraries Survey and a new report on the previous year’s data. Please see the attached press release for more information.

B. 2017 Summer Reading Report
A report from Ted Kavich, Program and Educational Services Manager was included in the October packet.

C. Starlings
Starling by VersaMe is a device that encourages families and caregivers to engage with children age birth-4 by counting words as users read, talk or sing. Adults track the amount of words spoken with a free smartphone app, and its web-based Starling Dashboard records data for each family member, sends custom messages, and pushes out tips and activity ideas. FCPL is investigating the purchase of some of these devices, to assist families in thinking about expanding the vocabulary spoken to and around their children.

D. The Uni Project
FCPL is purchasing mobile shelving units and seating to expand our capacity to do outreach. These collapsible and portable units will allow the Library to bring books and programs even further and wider to the greater community. They should arrive in late October and be available for use by staff soon afterwards. Learn more about The Uni Project at www.theuniproject.org.

E. Lynda.com
FCPL will start to offer Lynda.com on November 1, 2017. This database was mentioned in the public engagement report. The database focuses on business, technology and creative training videos and sandbox testing.

VI. CONSIDERATION ITEMS:

A. Memorandum of Understanding between the Library Board of Trustees (Library Board) and the Friends of the Library (Friends)

RECOMMENDATION: Library Administration recommends approving an updated Memorandum of Understanding (MOU) between the Library Board and the Friends, to provide additional clarity and information to both parties.

BACKGROUND: The Library Board has been considering the idea of an updated MOU with the Friends of the Library groups for several years, with the process starting up in earnest in 2017. There is a current MOU between the Friends and the LBOT and many of the original components have been included in the draft updated version. The Library Board’s MOU committee
considered Friends and Board of Trustee areas of interests, requirements that the Friends groups must comply with in order to be nonprofit, and requirements from Fairfax County.

The MOU committee provided a full public meeting in late May 2017, to talk with the Friends groups about the high level areas of an updated MOU. Following feedback from that meeting, three Friends working sessions were provided in August 2017 to allow for Friends groups to have smaller, more in-depth discussion of those high level areas. Two informational sheets were provided to the Friends with further clarification regarding those high level areas. After the August sessions, a draft MOU was finalized and released concurrently to the Library Board and the Presidents of the Friends groups on September 13th, 2017. Friends groups were requested to provide comments and questions by October 1st, for inclusion in the October Library Board packet. Several FOL groups requested additional time for commentary and the period was extended; commentary received between October 2nd and October 30th will be included in the November Library Board packet.

In addition to providing an open and transparent process to the Friends groups, the MOU Committee is also committed to provide transparency to the general public. A public page is available where anyone can read the minutes of past meetings, review the high level areas, read the draft MOU, and submit their personal comments.

The draft MOU update it is very similar to other MOU updates approved or pursued by other County agencies. The draft MOU closely models the MOU between the Friends and the Animal Shelter, approved by the Board of Supervisors in March 2017, as well as the draft MOU between the Park Authority and its Friends groups.

Included as part of this consideration item are both the draft MOU and all commentary received by staff up through October 1st regarding that draft.

B. Update to Policy B Regarding the Availability of Service in Fairfax County and City

RECOMMENDATION: Library Administration recommends updating Policy B for grammar edits and language updates.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on September 15, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy B, regarding availability of services in Fairfax County and City. The policy requires updates to correct spelling and wording errors, as well as to remove extraneous examples. The current version of the policy and the recommended updated version of the policy are included in the October packet.
C. Update to Policy G Regarding Selection of Materials

RECOMMENDATION: Library Administration recommends updating Policy G for grammar edits and language updates.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on September 15, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy G, regarding selection of materials. The policy requires updates to correct grammar errors and to update phrasing, as well as to expand on the re-evaluation of formats. The current version of the policy and the recommended updated version of the policy are included in the October packet.

VII. ROUNDTABLE:

Ms. Levy - She encourages the board to watch Ex Libris: The New York Public Library, a documentary which focuses on many issues that FCPL is also seeing.

Thank you to the Oakton Library for inviting the Library Board to their tenth anniversary party. It was a treat to attend and listen to David Baldacci speak.

Dr. Choi – The Korean Poetry night will be held at the Centreville Library on October 26, 2017 at 7 p.m. The event will be bilingual in both Korean and English.

Mr. Ewing - The Tysons-Pimmit Regional Library will have its grand reopening on Saturday, October 14, 2017 at 10:00 a.m. with a ribbon cutting ceremony. He shared a picture of the original Tysons Library to show how far the library has come.

Ms. Dando – She is impressed with the programming the library offers. C.J. Box will have a program on October 27, 2017 and she currently can’t attend but encourages other to.

Ms. Dando asked if the packets could be sent as a pdf. This was an issue that was discussed previously and she thinks it should be revisited.

Mr. Jasper – He looks forward to seeing everyone at the Library Jubilee on October 21, 2017 at the Pohick Regional Library.

Mr. Fegan – Nothing to add.

Ms. Smolen – She wants to congratulate The Friends of Oakton Library for putting on a great event.

Ms. Millhouser – She has recently attended a few book sales at the George Mason Regional Library and the City of Fairfax Regional Library. She looks forward to the Library Jubilee on October 21, 2017.

Mr. Russell – He would like to echo to kudos to the Oakton Library.

Ms. Janega – She wants to congratulate the five members from the Reston friends for their awards tonight. She attended the Book Club Conference. She was impressed that the library database Novelist,
available to anyone with a Fairfax library card, was demonstrated as a tool for book club members to help them choose new titles for meetings.

Ms. Delaney – She would like to share an exciting project where students from Chantilly, France, are visiting Chantilly, Virginia. Ms. Delaney helped initiate this exchange in the past when Chantilly, Virginia students visited Chantilly, France. FCPL will help students conduct research projects while they are touring FCPL facilities.

Motion to adjourn by Mr. Fegan and seconded by Mr. Jasper.

Chair Delaney adjourned the meeting at 8:09 p.m.

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<tr>
<th>Members Present</th>
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<tr>
<td>Yeann Hong Choi</td>
<td>Michael Donovan</td>
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<td>Priscille Dando</td>
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<td>Karrie Delaney</td>
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<td>Darren Ewing</td>
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<td>Charles Fegan</td>
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<td>Sheila Janega</td>
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<td>Will Jasper</td>
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<td>Suzanne Levy</td>
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<td>Fran Millhouser</td>
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<td>Miriam Smolen</td>
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<td>Gary Russell</td>
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Respectfully Submitted:  
Jessica Hudson  
Library Director

Approved:  
Karrie Delaney, Chairman  
FCPL, Board of Trustees
Remarks to the Library Board of Trustees, October 11, 2017

Nancy Allard, George Mason Friends, Inc.

Good evening. I’m Nancy Allard, the treasurer of the George Mason Friends. I’m going to talk about how we have been able to support the George Mason Regional Library and the Fairfax County Library System under the terms of the existing MOU.

Every year we provide funding for GM children’s programming – nearly $7,000 so far this calendar year – as well as $50,000 annually for the system-wide Summer Reading Program. We support GM adult programming and other branch needs such as volunteer recognition, outreach materials, and meeting refreshments through our grants. This year, we also provided more than $54,000 for new furniture for the GM branch and $20,000 for the FCPL Professional Development Fund.

We don’t just provide money to the library system. As we process thousands of donations from the public, we identify titles needed by the library system. As of September 30 this year, we have provided 710 children’s books, 133 titles on the library purchase alert list and 25 additional boxes of adult hardcover books to the library.

As a 501(c)(3) nonprofit, we also support other organizations to enhance literacy and use of libraries, including Fall for the Book and the Fairfax Library Foundation Jubilee each year. In 2017 we established a 10-year $50,000 scholarship program with the Fairfax Library Foundation. We give grants to the Woodrow Wilson and Thomas Jefferson Friends of the Library groups to support their branches. Many donated books that we can’t use are passed on to schools and community organizations to encourage reading. None of these activities would be permitted under the draft MOU.

Our productive relationship with the library system under the current MOU has worked well. Our members have been distressed and discouraged by the tone and terms of the draft MOU. We appreciate the efforts made by Miriam Smolen and our own Trustee to discuss the draft MOU this summer. Some resulting changes are improvements, but the proposed MOU still attempts to impose requirements that are inappropriate for an independent 501(c)(3) organization, which we can’t support.

Our formal comments will be submitted shortly and will specify where the current draft MOU needs more work to be acceptable to us.

Thank you for your time.
TO: Joe Mondoro,  
Chief Financial Officer  
Department of Management and Budget  

FROM: Jessica A. Hudson, Director  
Fairfax County Public Library  

SUBJECT: FY 2019 Budget Submission  

The FY 2019 budget submission for the Fairfax County Public Library is attached for your review and consideration. Consistent with budget direction, the Fairfax County Public Library’s FY 2019 budget submission holds funding steady at the previous year’s levels, totaling $28,444,876. The Personnel Services submission is $22,517,512 and Operating is $5,927,364. 

The long awaited renovation of the Tysons-Pimmit Regional Library is almost complete with a Grand Reopening date of October 14, 2017. The John Marshall Library closed for renovation in April 2017, and is expected to reopen in late 2018. The Board of Supervisors approved $391,672 in unencumbered carryover in FY 17 to purchase furniture, computers, technology, and materials for John Marshall. 

The Library Board of Trustees has requested two additional items to be included for consideration in either this or future budget cycles. As requested by the Board of Supervisors, the Library Board completed a Lines of Business (LOBs) Phase II review of “consistent hours”, in which all library locations are open the same quantity of hours per week. The cost to fully fund moving all libraries to regional hours would be an approximately $7.5 million in additional, new personnel expenses or the cost to move all libraries to a mid-point of hours to include Sundays would be approximately $1.4 million in additional, new personnel costs. The second item for consideration would be fully funding the collection development budget, which is per Library Board Policy G on the Selection of Materials. The policy states that the collection budget should be 20% of the Library’s budget-which in FY 2019 would total approximately $5.6 million. The Library currently maintains a collection budget of an approximately 12% ratio. 

The Fairfax County Public Library will continue to build on the strengths of its current programs. The department requests your continued support as the library strives to meet the evolving educational and informational needs of the residents of Fairfax County by providing the appropriate resources and services. 

Please call Sandra Hagan at 324-2711 if you have any questions regarding this submission. 

Attachments
cc:  Karrie K. Delaney, Chair, Library Board of Trustees
     Miriam Smolen, Chairman, Library Board Budget Subcommittee
     David J. Molchany, Deputy County Executive
     Sandra Hagan, Director, Library Financial Services