LIBRARY BOARD OF TRUSTEES MEETING AGENDA

I. PUBLIC COMMENT

II. MINUTES - February meeting

III. PRESENTATION – Department of Management and Budget
Phil Hagan, Budget Services Coordinator and Dana Thompson, Budget Analyst IV

IV. CHAIR'S REPORT

V. COMMITTEE REPORTS
A. Library Foundation – Willard Jasper
B. Finance Committee – Darren Ewing
C. Ad Hoc Planning Committee – Priscille Dando, Suzanne Levy
D. Public Relations – Fran Millhouser
E. Ad Hoc Policy Committee – Gary Russell

VI. DIRECTOR'S REPORT
A. National Library Week
B. FY2019 Advertised Budget
C. FY2019-2023 Advertised Capital Improvement Plan

VII. ACTION ITEMS
A. 2018-2022 Strategic Plan (with presentation)
B. Update to Policy H, Regarding Use of Special Library Facilities
C. Update to Policy J, Regarding Privacy of Patrons' Research and Reading Materials
D. Update to Policy Y, Regarding Capital Facilities Development Opportunities
E. Review and update of Library Board of Trustee Bylaws

VIII. ROUNTABLE

IX. INFORMATION ITEMS
A. Monthly Statistical Snapshot, February 2018 (to be handed out at meeting)
B. Incident Reports, February 2018
MINUTES
FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
February 14, 2018

Acting Chair Michael Donovan called the meeting to order at 7:01 p.m.

I. PUBLIC COMMENT: No speakers.

II. MINUTES: Mr. Ewing moved to approve the January 2018 minutes and Mr. Jasper seconded it. The motion to approve the minutes passed unanimously.

III. CHAIR’S REPORT: Mr. Donovan said he was sorry that Mr. Fegan could not attend the reception in his honor before the meeting. Mr. Donovan thanked Ms. Smolen for all of her work on the MOU process. Mr. Donovan introduced the three new board members and assigned them to committees: Jane Miscavage (At-large) Public Relations Committee, Stella Pekarsky (Sully district) Policy Committee, and Phil Rosenthal (Springfield District) Finance Committee.

IV. COMMITTEE REPORTS:

A. Library Foundation: Will Jasper - The Scholarship Committee will meet on February 15, 2018 to award undergraduate scholarships. Abigail Fine’s (Director of Development) last day at FLF will be February 16, 2018; the library will advertise her position. The Foundation’s fiscal year ends on June 30, 2018. Budget planning for FY2019 will begin in March.

B. Finance Committee: Darren Ewing - The next meeting will be March 23, 2018 at the Tysons-Pimmit Regional library at 10:00 a.m.

C. Ad Hoc Planning Committee: Priscille Dando – Ms. Dando thanked the Strategic Planning Committee (staff from the library) for their stellar work. She described the Strategic Plan as one of the most inclusive and useful strategic plans she’s ever seen. She called it “stellar, robust, and meaningful.” Although it reflects the LBOT Planning Committee’s priorities, it has FCPL staff’s DNA all over it and hits the sweet spot of being not too broad and not too specific.

D. Public Relations Committee: Fran Millhouser – Mr. Millhouser welcomed Ms. Miscavage to the committee. The committee edits LBOT minutes for grammar and accuracy. The trustees have an important role in communicating about the library. The committee met February 1, 2018 to discuss current talking points:

   a. Celebrated April 8-14, 2018
   b. BOS will present a proclamation to LBOT (date March 20, 2018)
2. **Memory Depot (Technology)**
   a. These will be housed in the Virginia Room and the Sherwood Tech Lab
   b. Will draw nonreaders into the library.
   c. Will help people keep their personal photos and videos in the most current format so they are easily accessible.
   d. Early spring launch.

3. **Library ComicCon and NoVa Teen Book Festival** *(Access – “creative opportunities to bring the library to the community)*
   a. **NoVa Teen** is going on its 5th year:
      i. Successful collaboration among library systems in Northern Virginia and an independent book store; reaches teens
      ii. Community-building opportunity for teen readers
      iii. March 10, 2018, 9:00 a.m. – 6:30 p.m., Washington-Lee High School, 1301 N. Stafford St., Arlington
   b. **Library Comic Con** – First FCPL Comic Con was held in 2017 attracting hundreds of people of all ages:
      i. Brings the library to the community
      ii. Celebrates comics, graphic novels, and superheroes
      iii. April 14, 2018, 10:00 a.m. – 2:00 p.m. (estimate), George Marshall High School

4. **News, Blues and How to Defuse Returns in 2018 (Civic Engagement)**
   a. Conducted by experts from George Mason University’s School of Conflict Analysis and Resolution and Fairfax County librarians.
   b. Promotes civil dialogue on controversial issues.

   **Session II: Evaluating Sources – Collaborative Communication**, Monday, February 26, 2018, 7:00 p.m. - 8:30 p.m., Tysons-Pimmit Regional Library

   **Session III: Fact Checking – Effective Speaking**, Thursday March 29, 2018, 7:00 p.m. - 8:30 p.m., City of Fairfax Regional Library

   *Dates for the remaining two spring sessions will be posted soon:*

   **Session IV**  **Social Media Feeds – Emotional Conversations**
Session V  International News – Cross-Cultural Communications

5. Online Readers Advisory (Literacy)
   a. In early spring the library will be launching a reader’s advisory via the library webpage to better engage with customers who primarily use the library online.
   b. Library staff have chosen subject areas and genres they are most knowledgeable and passionate about, and customers will be able to contact them directly for book recommendations. (This opportunity was open to all staff who self-selected.)
   c. FCPL was inspired by Multnomah Public Library.

E. Ad Hoc Policy Committee: Gary Russell – Mr. Russell welcomed Ms. Pekarsky to the committee. There will be four consideration items read.

V. DIRECTOR’S REPORT:

A. Library Leader Card Challenge update
   Just under a year ago the Library signed on for the second round of the Library Leader Card Challenge sponsored by the Urban Libraries Council and the Institute of Museum and Library Services. The national effort is focused on ensuring that every K-12 student has a library card and knows how to use it to access the learning resources available at their public libraries. In a joint letter of commitment to this cause, the Library Director, the Chairman of the Board of Supervisors, and the prior interim School Superintendent all signed on saying that they value working together to achieve a stronger partnership for the children in our community. Fairfax County Public Library and Fairfax County Public Schools have developed a pilot program within a single school pyramid, to test in the next school year. All children entering a specific grade within that pyramid will receive a digital library card which will allow them access to digital resources such as educational databases and a limited amount of physical items.

B. Sherwood Regional Library Tech Lab hours
   The Sherwood Regional Library has been reviewing usage patterns and desired programming in their second floor tech lab. Based on branch recommendations, the Library will decrease open public lab hours and use that time to provide targeted 1:1 sessions and specific tech training classes. Below are the current tech lab hours and the new hours planned to begin March 5, 2018:

<table>
<thead>
<tr>
<th>New hours:</th>
<th>Current hours:</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday Noon - 7:00 p.m.</td>
<td>Monday-Thursday 10:00 a.m. - 8:50 p.m.</td>
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<tr>
<td>Friday Noon -5:30 p.m.</td>
<td>Friday Noon - 5:50 p.m.</td>
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<tr>
<td>Saturday Noon -4:30 p.m.</td>
<td>Saturday 10:00 a.m. - 4:50 p.m./10:00 a.m.</td>
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<tr>
<td>Sunday 1:00 p.m. - 4:30 p.m.</td>
<td>1:00 p.m., (alternating)</td>
</tr>
<tr>
<td></td>
<td>Sunday 1:00 p.m. – 4:50 p.m.</td>
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</tbody>
</table>
The Library's main public computers, located on the first floor, will not have any change to their availability. They will have the capacity to handle any overflow users from the tech lab during the hours when the lab will be available only for programming and 1:1 training/tutoring.

VI. CONSIDERATION ITEMS:

A. 2018-2022 Strategic Plan
RECOMMENDATION: Library Administration recommends approving the attached 2018-2022 Library Strategic Plan.

BACKGROUND: Over the course of 2017, library staff have been working on the development of a new Strategic Plan. A staff committee was formed in late 2016, after the Board’s acceptance of the Public Engagement Report and the ad hoc Planning Committee’s subsequent direction to staff to begin work on the new plan. A primary committee of nineteen employees met regularly during the year to review the library’s mission, vision, values, goals and objectives. The primary committee also acted as a conduit to a secondary committee of almost forty employees, as well as numerous community groups who remained interested and engaged in the future direction of the Library.

At every major milestone in the strategic planning process, the Board’s ad hoc Planning Committee was reviewing, editing, and approving key pieces of the plan. The Planning Committee approved the new mission statement, vision statement, values, values statements, goals, and objectives, which are all reflected in the attached plan.

At the Planning Committee’s February 5, 2018, meeting, it was moved that the draft 2018-2022 Strategic Plan be brought forward to the full Board for consideration at their February meeting. A presentation of the Strategic Plan will be provided at the March 2018 full Board meeting.

B. Update to Policy H Regarding use of Special Library Facilities
RECOMMENDATION: Library Administration recommends updating Policy H to include information related to temporary signage and contact information.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on January 12, 2018, to discuss a number of policy updates. One policy brought forward by the committee for update is Policy H, regarding special library facilities. The policy requires updates to include language around not using the library’s address as the official address of any meeting room user. It also includes language related to the types of temporary signage allowed by meeting room users. The current version of the policy and the recommended updated version of the policy are included in the attachment of the February 2018 Board packet.

C. Update to Policy J Regarding Privacy of Patrons’ Research and Reading Materials
RECOMMENDATION: Library Administration recommends updating Policy J to include information related to the privacy of card records for minors and to remove procedural information.
BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on February 2, 2018, to discuss a number of policy updates. One policy brought forward by the committee for update is Policy J, regarding patron privacy. The policy requires updates to more clearly identify the privacy that library card holders can expect based on their ages and to remove procedural information. The current version of the policy and the recommended updated version of the policy are included in the attachment of the February 2018 Board packet.

D. Update to Policy Y Regarding Capital Facility Development Opportunities
RECOMMENDATION: Library Administration recommends updating Policy Y removing procedural information and clarifying details.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on January 12, 2018, to discuss a number of policy updates. One policy brought forward by the committee for update is Policy Y, regarding capital facility opportunities. The policy requires updates to remove procedural information, clarify leased spaces, and update formatting. The current version of the policy and the recommended updated version of the policy are included in the attachment of the February 2018 Board packet.

E. Review and update of the Library Board of Trustee Bylaws
RECOMMENDATION: Library Administration recommends updating the Library Board’s bylaws to reflect grammar updates and consolidation of meeting information.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on February 2, 2018, to discuss a number of policy updates. One topic brought forward by the committee for update is its own bylaws. It is recommended to update the bylaws for grammar, appropriate consolidation of meeting information, and removal of inaccurate references. The current version of the bylaws and the recommended updated version of the bylaws are included in the attachment of the February 2018 Board packet.

VII. ROUNDTABLE:

Ms. Janega – She likes to look at local publications and to find mentions of the library. The publication “Around Reston” has an article on the Reston Regional Library called “The Hub of Community Activity: Reston Regional Library.” It shows how vital of a resource the library is to the community.

Mr. Russell – He is delighted Sherwood Regional library will have the Memory Depot and hopes that it is well-used.

Ms. Millhouser – The Friends of the Virginia Room will buy new furniture for the Memory Depot that will match the existing furniture. She welcomed the new board members.

Ms. Pekarsky – She thanked everyone for the welcome. She visited the Centreville Regional library and met with the branch manager. She heard about the different author events at the library.

Mr. Rosenthal – He also thanked everyone for the welcome and looks forward to helping with the board mission.
Mr. Ewing – Welcome to all new members. Mr. Ewing was sorry Mr. Fegan could not attend the meeting.

Ms. Dando – She would also like to extend her welcome to the new members. It’s a pleasure that the library board has new members with a connection to FCPS. She feels this will foster a more close-knit relationship.

Mr. Jasper – Welcome to all the board members.

Ms. Miscavage – She thanked everyone for the welcome. Ms. Miscavage said she and Ms. Pekarsky are on the FCPS council of PTAs which represents 175 PTAs and can help communicate library news to the PTAs.

Ms. Smolen – She shared that her son, who lives in New York, wants a FCPL card because of all the great online resources.

Mr. Donovan entertained a motion to adjourn. Mr. Ewing moved the motion; Ms. Millhouser seconded it.

Acting Chair Donovan adjourned the meeting at 7:47 p.m.

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
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</thead>
<tbody>
<tr>
<td>Priscille Dando</td>
<td>Suzanne Levy</td>
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<tr>
<td>Michael Donovan</td>
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<tr>
<td>Darren Ewing</td>
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<tr>
<td>Sheila Janega</td>
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<td>Will Jasper</td>
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<td>Fran Millhouser</td>
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<td>Jane Miscavage</td>
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<td>Stella Pekarsky</td>
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<td>Miriam Smolen</td>
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<td>Phil Rosenthal</td>
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<tr>
<td>Gary Russell</td>
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</tbody>
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Respectfully Submitted:                        Approved:

____________________________________________  _______________________________
Jessica Hudson                                Michael Donovan, Acting Chair
Library Director                               FCPL, Board of Trustees
DIRECTOR’S REPORT
March 14, 2018, Director’s Report

A. National Library Week

This year, National Library Week is April 4-10, 2018. The Board of Supervisors, at their March 20, 2018, meeting, will be proclaiming that same week as “Library Week” in Fairfax County. Vice Chair Smolen will be speaking on behalf of the Library Board but all Trustees are welcomed and encouraged to attend the meeting. The Library will be having a number of fun programs specifically planned for National Library Week, including encouraging users to nominate their favorite reading spot in the County! (materials attached)

B. FY2019 Advertised Budget

The County Executive presented an advertised FY2019 budget to the Board of Supervisors at their February 20, 2018, meeting. For the Fairfax County Public Library, this budget is “flat” with no cuts to staffing or services. At their March 6, 2018, meeting, the Board of Supervisors approved a maximum real estate tax rate of $1.155 per $100 of assessed value, an increase which funds a number of Board priorities. Next steps in the budget process are public hearings, scheduled from April 10 through April 12 and budget adoption in May 2018.

C. FY2019-2023 Advertised Capital Improvement Plan

As part of the budget package, an updated five year Capital Improvement Plan (CIP) document was provided. Current library construction in the CIP includes the John Marshall Library and the Reston Regional Library. The John Marshall Library is closed for renovation with an anticipated reopening in October 2018. Construction at this facility is on schedule and at about 60% completion at this time. The Reston Regional Library is part of the greater Reston Town Center North project, and requests for proposals for the first phase of the project were received in 2017 and currently being reviewed. The CIP also includes future project detail information. The Library is next scheduled for a bond referendum in 2022.
Attention Readers!

Do you have a favorite public reading spot in Fairfax County? Tell us!

The most-nominated places will be included on our “Best Places to Read in Fairfax County” map, due out this spring.

Fairfax County Public Library
12000 Government Center Parkway
Suite 324
Fairfax, VA 22035
www.fairfaxcounty.gov/library

To receive this information in alternative formats call 703-324-8380 or TTY 703-324-8365.

February 2018
My favorite public reading spot in Fairfax County is…

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My favorite public reading spot in Fairfax County is…

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My favorite public reading spot in Fairfax County is…

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My favorite public reading spot in Fairfax County is…

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We’re Celebrating National Library Week with a **Scavenger Hunt**

Welcome to the library! Grab a pencil and explore the library. Can you complete all nine tasks?

<table>
<thead>
<tr>
<th>Find a Fairytale Book</th>
<th>Find a New Book that Looks Exciting</th>
<th>Find a Poetry Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count the Number of Public Computers in the Library</td>
<td>Search for a Book using the Catalog Computer</td>
<td>Find a Book about an Animal</td>
</tr>
<tr>
<td>Check out a Book</td>
<td>Find a Book on CD</td>
<td>Find a Magazine that Looks Exciting</td>
</tr>
</tbody>
</table>

Once you have done all nine tasks, stop by the information desk and get your sticker!

*Thank you for Visiting Us During National Library Week, April 8-14, 2018*
I love my library!
ACTION ITEMS
Attachment A

Fairfax County Public Library Board of Trustees

ACTION ITEM
March 14, 2018

ISSUE: 2018-2022 Strategic Plan

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Fairfax County Public Library Board of Trustees

ACTION ITEM
March 14, 2018

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Meeting Room Policy

The Library's limited meeting and conference room space shall be available whenever possible for the use of non-profit organizations and individuals for educational, cultural, and informational community meetings and programs. Library-sponsored programs will receive first priority for reserving the space, after which other booking requests will be considered. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

All meetings shall be open to the public. No admission may be charged. No programs involving sales may be conducted unless sponsored by the Library Board, the Fairfax Library Foundation, Fairfax County Public Library Employees Association, or a Friends of the Library organization.

Meeting rooms are available during regular branch business hours and many meeting rooms can accommodate meetings that occur before or after normal open hours.

Requests for use of a library meeting room may be submitted using the online room reservation service or by calling a library.

An individual may use a meeting or conference room during open hours when the room is not reserved for group use. An individual will arrange with staff to use the available space on a "drop-in" basis; an individual may not reserve meeting space for personal use.

When a question is raised about the objectives and activities of any organization, group, or individual requesting the use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the room.

6/13/12
Meeting Room Policy

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No temporary signage shall be placed in the library building or on library grounds except in accordance with the following: 1) Signs shall be no larger than 36” by 36” and each group may place up to three signs, 2) Signs shall be directional in nature only, 3) Signs shall only be placed one hour in advance of a meeting and must be removed one hour after the conclusion of the meeting, and 4) Signs shall not block or interfere with regular library operations or library signage.

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6/13/12 update date
ACTION ITEM
March 14, 2018

ISSUE: Update to Policy J Regarding Privacy of Patrons’ Research and Reading Materials

RECOMMENDATION: Library Administration recommends updating Policy J to include information related to the privacy of card records for minors and to remove procedural information.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on February 2, 2018, to discuss a number of policy updates. One policy brought forward by the committee for update is Policy J, regarding patron privacy. The policy requires updates to more clearly identify the privacy that library card holders can expect based on their ages and to remove procedural information. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Privacy of Patrons' Research and Reading Materials

1. Library service records are maintained for the sole purpose of conserving public property and are not to be used to identify the titles or kinds of material viewed by individual Library patrons, except as required by this Policy J.

2. Library service records, whether in paper or electronic form, that reveal the details, nature, or purpose of information requested or obtained by an identifiable patron shall not be revealed to any person or entity unless required by the Virginia Freedom of Information Act, subpoena, or court order, or unless disclosure of the information is specifically approved by the Library Director.

   a. The Virginia Freedom of Information Act, Va. Code Ann. § 2.2-3700 through -3714 ("VFOIA"). The VFOIA governs the handling of requests for records in the possession of a public body in the transaction of public business, which includes records of the Library. Under VFOIA, such records are generally open to inspection and copying by Virginia citizens and representatives of the news media. However, Va. Code Ann. § 2.2-3705.7 (3) creates an exemption that allows the Library to withhold from such inspection and copying "library records that can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed." The library staff shall not provide information in response to any request that comes within the scope of that exemption.

   b. Subpoenas. Any library staff person who is served with a subpoena that requires the disclosure of any library records shall immediately send the subpoena to the Library Director. The Library Director, in consultation with the County Attorney, shall be responsible for directing any response to the subpoena. The Library Director shall advise the Fairfax County Library Board of Trustees of the subpoena and inform them of any action taken pursuant to such subpoena.

   c. Search warrants. Any library staff person who is presented or served with a search warrant for any library records shall ask the law-enforcement officer to show identification, record identifying information, obtain or make a copy of the search warrant, and then immediately contact the Library Director. If the Library Director is unavailable, Library staff shall ask the law-enforcement officer if the search can be delayed until such time as the Library Director is available. However, if the law-enforcement officer refuses the request, library staff shall allow the search to proceed. The Library Director shall notify the County Attorney and may seek advice if necessary to determine the validity and scope of the warrant. If the County Attorney is unavailable at the time the search warrant is served, the Library Director may ask the law-enforcement officer if the search can be delayed pending consultation with the County Attorney. However, if the law-enforcement officer refuses the request, the Library Director shall allow the search to proceed. The Library Director or library staff shall ask the law-enforcement officer for an inventory of items taken. The Library Director shall advise the Library Board of Trustees of the warrant. If the search warrant is issued pursuant to the Foreign Intelligence Surveillance Act, 50 USC Chapter 36, the Library Director shall take measures to ensure that only those
library staff who are necessary to produce the records or assist in the search are informed of the warrant. The Library Director shall advise those library staff persons and the Library Board of Trustees that federal law prohibits them from disclosing the existence of the search warrant.

d. Other court orders. Any library staff person who is served for any other court order that requires the disclosure of any library records shall immediately send the order to the Library Director for review and response.
Policy Regarding Privacy of Patrons' Research and Reading Materials

1. Library service records are maintained for the sole purpose of conserving public property and are not to be used to identify the titles or kinds of material viewed by individual Library patrons, except as required by this Policy. For patrons aged zero to twelve, it is assumed that parents may need access to the child's records.

2. Library service records, whether in paper or electronic form, that reveal the details, nature, or purpose of information requested or obtained by an identifiable patron shall not be revealed to any person or entity unless required by the Virginia Freedom of Information Act, subpoena, or court order, or unless disclosure of the information is specifically approved by the Library Director.

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   b. There are library-specific exemptions to VFOIA that include library records that can be used to identify patrons based on their borrowing records, the materials that patrons have borrowed, and the records of youth. However, Va. Code Ann. § 2.2-3705.7 (3) creates an exemption that allows the Library to withhold from such inspection and copying "library records that can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron has borrowed." The library staff shall not provide information in response to any request that comes within the scope of that exemption.

   c. Subpoenas, search warrants, and other court orders. Any library staff person who is served with a subpoena, search warrant or other court order that requires the disclosure of any library records shall immediately send the subpoena/document to the Library Director. The Library Director, in consultation with the County Attorney, shall be responsible for directing any response to the subpoena. The Library Director shall advise the Fairfax County Library Board of Trustees of the subpoena/document and inform them of any action taken pursuant to such subpoena in response.

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Fairfax County Public Library Board of Trustees

ACTION ITEM
March 14, 2018

ISSUE: Update to Policy Y Regarding Capital Facility Development Opportunities

RECOMMENDATION: Library Administration recommends updating Policy Y removing procedural information and clarifying details.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on January 12, 2018, to discuss a number of policy updates. One policy brought forward by the committee for update is Policy Y, regarding capital facility opportunities. The policy requires updates to remove procedural information, clarify leased spaces, and update formatting. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Capital Facility Development Opportunities

1. Section 1 of FCPL Board of Trustees Policy E., Policy Regarding Physical Facilities states: To achieve the goal of good Countywide library services, the Library Board will work toward providing Library buildings and facilities that will adequately meet the physical requirements of such service.

"...Library buildings and facilities..." have come to mean that library services may be rendered in (1) a free-standing building owned by the County and designed to serve as a library; (2) leased space in a retail center; (3) proffered space in a retail center; and (4) temporary space employed to maintain services while a specific branch library undergoes expansion and/or renovation.

2. The Library Board of Trustees is prepared to consider any additional type of legitimate proffer or public-private partnership (ppa, see state code) proposal leading to the provision of library services in accordance with board service standards and site selection criteria.

3. The Library Board of Trustees will evaluate such proposals against the following criteria:
   a. Financial viability of the organization presenting the proposal
   b. "Track record" of the organization presenting the proposal
   c. Compatibility of the proposal with existing site selection criteria
   d. Compatibility with space requirements allowing for the provision of space that will "...adequately meet the physical requirements of such service."
   e. Conformance with County financial requirements relating to bond funds, etc., etc.
   f. Quantifiable benefits of the proposal to the County, FCPL, and its customers
   g. Conformance of the proposal with all appropriate County development requirements
   h. Other criteria as the Library Board of Trustees deems appropriate

When a developer contacts Library Administration regarding a capital facility development opportunity, the following will serve as a review procedure:

i. The Library Director notifies the Library Board of such a proposal and requests permission to engage in discussions with the developer.

j. The Library Director notifies all appropriate county agencies regarding the proposal.

k. Upon receipt of a formal proposal, the Library Director and appropriate county staff will review the proposal employing Library Board Policy Y and various county evaluative criteria.

l. The Library Director will utilize consultants and others as appropriate.
m. The "final" proposal will be brought to the Library Board with recommendations regarding it from Library Administration.

n. After review by the Library Board the proposal with recommendations for action will be forwarded to the Board of Supervisors for its review.

6/14/2006
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2. The Library Board of Trustees is prepared to consider any type of legitimate proffer or public-private partnership (PPA, see state code) proposal leading to the provision of library services in accordance with Library of Virginia service standards, and site selection criteria, and the County’s Capital Improvement Plan.

3. The Library Board of Trustees in collaboration with the Fairfax County Capital Facilities Division and the Fairfax County Department of Procurement and Materials Management shall evaluate the proposal in accordance with Fairfax County Purchasing Regulations and Fairfax County Public-Private Education Facilities and Infrastructure Act (PPEA). The Library Board of Trustees will evaluate such proposals against the following criteria:

   a. Financial viability of the organization presenting the proposal
   b. "Track record" of the organization presenting the proposal
   c. Compatibility of the proposal with existing site selection criteria
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6/14/2006 update date
ACTION ITEM
March 14, 2018

ISSUE: Review and update of the Library Board of Trustee Bylaws

RECOMMENDATION: Library Administration recommends updating the Library Board’s bylaws to reflect grammar updates and consolidation of meeting information.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on February 2, 2018, to discuss a number of policy updates. One topic brought forward by the committee for update is its own bylaws. It is recommended to update the bylaws for grammar, appropriate consolidation of meeting information, and removal of inaccurate references. The current version of the bylaws and the recommended updated version of the bylaws are included in the attachment.
ARTICLE I. Name
The name of this organization shall be Fairfax County Public Library Board of Trustees.

ARTICLE II. Objectives
The objectives of the Library Board are to provide free public library services to all residents of the contracting jurisdictions in accordance with the Virginia Code; regulations of the State Library System; and local ordinances.

ARTICLE III. Membership
Section 1
The Library Board shall consist of not less than five members (Va. Code 42.1-35) (1970) and shall include such additional members as may be determined by the Fairfax County Board of Supervisors or by contract entered into by the Supervisors with other jurisdictions to provide regional library service. ¹ (Va. Code 42.1-34).

Section 2
A member whose term has expired may continue to serve until a successor is appointed.
A member shall be eligible to serve an unlimited number of successive terms.

ARTICLE IV. Duties
The Library Board shall:

a. Manage and control the Fairfax County Public Library (Va. Code 42.1-35).
b. Establish and enact such policies as will promote the objectives of the Board.
c. Approve annually a budget for Fairfax County Public Library services to be submitted to the appropriate governing bodies.
d. Select and appoint a Director of the Fairfax County Public Library who meets the qualifications recommended by the Virginia State Board for the Certification of Librarians, and in other respects appears to be qualified for the position of Director.

ARTICLE V. Elections
Section 1 Officials

a. The officers of the Library Board shall be a Chair, a Vice Chair, and a non-voting Secretary.
b. The Director of Libraries shall serve as the non-voting Secretary to the Board.
c. The Chair and Vice Chair shall be elected by voice vote annually at the regular meeting of the Board in the month of June.
d. The Chair and Vice Chair shall assume their official duties upon their election and shall serve for a term of one year or until their successors take office.
e. An officer shall not be eligible to serve more than two consecutive terms in the same office, except the Secretary.

Section 2  Foundation Representative

a. Each year, the Board will elect a member to serve as a Director of the Fairfax County Public Library Foundation, Inc. ²
b. The term of Foundation Director is for one year.

Section 3  Nominations

a. Only those persons who have signified their consent to serve, if elected, shall be nominated for election.
b. Nominations shall be announced at the May meeting of the Board.
c. Each year at the April meeting, the Chair shall appoint a nominating committee of two Board members whose responsibilities will be to distribute, receive and tabulate nomination forms, and to report the results in the form of nominations at the regular May meeting. Neither the Chair nor the Vice Chair will be eligible for this assignment.
d. Additional nominations may be made at the May or June meetings.

Section 4  Elections

a. Each year at the June meeting, elections will be held for officers for the following year.
b. If a quorum is not present, a special meeting shall be called as soon as possible for the purpose of holding elections.
c. A vacancy shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board, five days notice of such an election being given. When a vacancy occurs in the Office of Chair of the Board, the Vice Chair shall serve for the remainder of the term. In the case of a vacancy in the Office of Foundation Director, notice shall be given and an election held.

ARTICLE VI.  Duties of Officers

Section 1

The Chair shall:

a. Preside at all Board meetings which she/he attends.
b. Appoint all committees.
c. Initiate, with the Director of Libraries (secretary) an agenda for each regular Board meeting,
d. Sign all documents and communications emanating from Board action.
e. Be the spokesperson for the Board.
f. Serve on the Fairfax County Public Library Foundation, Inc.
Section 2
The Vice Chair shall act in the absence of the Chair and shall perform any other duties assigned by the Chair.

Section 3

The Secretary of the Board shall:

a. Send in writing to each Board member notification of each regular meeting, not less than five days in advance of the date of the meeting. Such notice shall include the agenda of the meeting and minutes of the last regular meeting and any intervening special meeting.

b. Provide notification of special meetings, stating the purposes of the special meeting and by whom it is being called.

c. Record the minutes of all meetings.

d. Maintain the minutes of all meetings in the office of the Director of Libraries.

e. Index and codify all current policies of the Board. Copies shall be kept at every branch library available for public inspection.

f. Present monthly statistical reports on library activities: activity and financial reports, and other reports as requested.

g. Serve as Director of the Fairfax County Public Library Foundation, Inc.

ARTICLE VII. Meetings

a. Regular meetings of the Board shall be held once each month, except August, the time and day to be determined by the Board at its meeting in July.

b. Regular meetings shall be held in Fairfax County or City at the Library Administration Offices or such other place as may be determined by the Board for individual meetings. Special meetings may be held at any place convenient to Board members and the general public, such place to be determined by the Chair and the Secretary.

c. A simple majority of duly appointed members shall constitute a quorum.

d. Special meetings of the Board may be called by the Chair and shall be called at the request of any two Board members. Only those items listed on the notification agenda shall be discussed at the special meeting.

ARTICLE VIII. Committees

Section 1 Officials

a. The Board shall establish those Committees required to accomplish the objectives of the Board.

b. Each Board member will serve on at least one committee.

c. While Committee members are specifically appointed by the Chair, non-committee members may attend a committee meeting and participate fully in the Committee's discussion, including voting issues.
ARTICLE IX. Parliamentary Authority

Robert’s Rules of Order Newly Revised (9th edition, 1990) shall govern this Board in all cases in which they are applicable and in which they are not in conflict with these Bylaws. The 1915 edition is in the public domain and available online.

ARTICLE X. Amendment of Bylaws

a. These Bylaws may be amended at any regular meeting of the Board by two-thirds vote of those present and voting, provided that the proposed amendment has been submitted in writing at the immediately previous regular meeting.

b. The requirements for the adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

1 Each Fairfax County Supervisor district is represented on the Library Board. In addition, there is an At-Large member. Fairfax City Council shall appoint at least one member of the Library Board.

2 The Fairfax County Public Library Foundation, Inc. is a 501(c)(3) entity established by the Library Board in September 1994. Foundation bylaws state that the Chair of the Library Board and the Library Director will serve as members of the Foundation. In addition, the Library Board elects a representative from the Library Board to also serve on the Foundation Board.

3 Action taken by the Fairfax County Board of Supervisors on November 22, 1976 established compensation for Boards, Authorities and Commissions. The Library Board was established as a Group II body with a compensation of $25 per month per meeting with a limitation of 12 meetings per year. Criteria for Group II is described "does not have full control of their workload." See memo dated 11/29/76 from the County Executive. Revised August 3, 1987, compensation of $50 per meeting not to exceed 12 meetings per year.
Bylaws of the Fairfax County Public Library Board of Trustees

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INFORMATION ITEMS
## Fairfax County Public Library
### Incident Report
#### February 2018

<table>
<thead>
<tr>
<th>Branch</th>
<th>Type of Incident</th>
<th>Number of Incidents</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FX</td>
<td>Parking Garage</td>
<td>2</td>
<td>Customer struck the book drop; customer struck the fire extinguisher.</td>
</tr>
<tr>
<td>GM</td>
<td>Verbal Abuse</td>
<td>1</td>
<td>Customer complained of being harassed by a group of men.</td>
</tr>
<tr>
<td>RR</td>
<td>Substance Abuse *</td>
<td>4</td>
<td>Customer drinking alcohol and asleep in quiet study room; customers arguing loudly dropped an open can of beer; man seen smoking marijuana outside building; complaint of men drinking in the rest room;</td>
</tr>
<tr>
<td></td>
<td>Assault *</td>
<td>1</td>
<td>Customer reported being assaulted by another patron.</td>
</tr>
<tr>
<td></td>
<td>Trespassing</td>
<td>2</td>
<td>Banned customer entered the building; ditto</td>
</tr>
<tr>
<td></td>
<td>Erratic Behavior *</td>
<td>1</td>
<td>Customer standing in the public area in a catatonic state.</td>
</tr>
<tr>
<td></td>
<td>Customer in Distress *</td>
<td>1</td>
<td>Customer requested we call 911 then collapsed.</td>
</tr>
<tr>
<td>SH</td>
<td>Erratic Behavior *</td>
<td>1</td>
<td>Two customers in dispute over an umbrella.</td>
</tr>
<tr>
<td>DM</td>
<td>Disruptive Behavior</td>
<td>1</td>
<td>Customer bathing in the men's rest room.</td>
</tr>
<tr>
<td>GF</td>
<td>Disruptive Behavior</td>
<td>1</td>
<td>Customers complained of being harassed by another patron.</td>
</tr>
<tr>
<td>LO</td>
<td>Physically Threatening Behavior *</td>
<td>1</td>
<td>Customer became threatening when tried to retrieve his phone after closing.</td>
</tr>
<tr>
<td>OK</td>
<td>Building Emergency *</td>
<td>1</td>
<td>Annunciator panel going off.</td>
</tr>
<tr>
<td>PH</td>
<td>Trespassing</td>
<td>1</td>
<td>Banned customer entered the library.</td>
</tr>
</tbody>
</table>

### Total Incidents February 2018: 18

* Police, Fire Department, or FMD notified