LIBRARY BOARD OF TRUSTEES MEETING AGENDA

I. PUBLIC COMMENT
   1. Teresa Schlecch, Friends of the Tysons-Pimmit Library

II. MINUTES – June meeting

III. CHAIR’S REPORT

IV. COMMITTEE REPORTS
   A. Library Foundation – Willard Jasper
   B. Finance Committee – Darren Ewing
   C. Public Relations – Sheila Janega
   D. Ad Hoc Policy Committee – Gary Russell

V. DIRECTOR’S REPORT
   1. FOL MOU update
   2. Librarian 1 upgrades approved
   3. My Perfect Read demonstration

VI. NEW BUSINESS
   1. Discussion about committees
   2. Future agenda items

VII. ROUNDTABLE

VIII. INFORMATION ITEMS
   1. Monthly Statistical Snapshot, May 2018, June 2018 (to be handed out at meeting)
   2. Incident Report, June 2018
MINUTES
SPECIAL PRESENTATION:

I. PUBLIC COMMENT:
   A. Public Comment: None

II. PRESENTATION: Book Talking
   FCPL staff visit local schools to kick off the Summer Reading Program. Erin Guyer (Patrick Henry Library), Vicki Corcoran (Richard Byrd Library), Bonnie Bochert (Tysons-Pimmit Library) and Jill Burgard (Martha Washington Library) provided book talks for the trustees.

III. MINUTES:
   Ms. Millhouser moved to approve the May minutes, and Mr. Russell seconded it. After a friendly amendment to change the word “memorialized” to “published” on page three, the motion to approve the minutes passed unanimously.

IV. CHAIR’S REPORT – No Report

V. COMMITTEE REPORTS:
   A. Library Foundation: Fran Millhouser – The Foundation elected a new chair. Four MLS scholarships were awarded.
   B. Finance Committee: No report.
   C. Public Relations Committee: Shelia Janega – Ms. Janega challenged the Library Board to join the Adult Summer Reading Program.
   D. Ad Hoc Policy Committee: No report.
   E. Nominating Committee: Sheila Janega and Suzanne Levy - nomination for chair is Miriam Smolen and vice chair is Fran Millhouser. No more nominations were added. Mr. Rosenthal made the motion to approve, it was seconded by Mr. Russell, the motion to accept the new chair and vice chair passed unanimously.

VI. DIRECTORS REPORT: Christine Jones (Deputy Director)
   A. Great American Read program and grant
      The Reston Regional Library is the proud recipient of a “Great American Read” programming grant, cosponsored by the American Library Association and PBS. The Reston Regional Library is one of 50 libraries nationwide to receive the grant to host programs around the television series. The Reston branch has the support of and will be working with the local PBS station, WETA. Congratulations to Ha Hoang, Assistant Branch Manager of the Reston branch, who applied for this grant!
   B. Instagram
FCPL is ready to get social with one of the most popular platforms around...Instagram! You can expect photos of books in all of their glory, lightning book talks and even some behind the scenes looks at some of our most popular programs! Find us at @fairfaxlibrary and don’t forget to follow us for exciting new content.

C. **Summer Reading Adventure**
Join Fairfax County Public Library this summer in our mission to create lifelong learners with our Summer Reading Adventure. Did you know that students who don’t have access to recreational reading materials and educational opportunities during the summer months have lower reading achievement scores during the school year? Children who experience the “summer slide” are three grade levels behind by the end of elementary school and many never close the achievement gap. The good news is that keeping academic skills sharp during the summer doesn’t have to be a boring chore for kids and parents don’t need to spend hundreds of dollars on summer activities. Participating in our Summer Reading Adventure encourages kids to read for fun in any format or genre and allows them to explore their interests and passions through books and by attending engaging library programs—all for free. FCPL has something to offer every child in your family, from board books for infants to makerspaces for teens. We hope to see you in our library branches this summer! Programming and prizes are available for adults as well; just check our print calendar of events to see everything that’s going on!

D. **For Love of Country Essay Contest**
FCPL is participating again in an essay contest for 7th, 8th and 9th graders cosponsored with the For Love of Country Foundation.

E. **Memory Depot Opened at Sherwood Regional Library and the City of Fairfax Library.**

F. **Celebrate Fairfax was a huge success.**

G. **The Library thanked Michael Donovan for his five years of service to the Library Board of Trustees. Mr. Donovan expressed his appreciation to the Board.**

VII. **ROUNDTABLE:**
Ms. Levy - She attended the volunteer luncheon at the City of Fairfax Library. Ms. Levy talked about Enoch Pratt’s recent decision to stop charging overdue fines. Libraries that have eliminated overdue fines have discovered that more books are returned.

Mr. Rosenthal – Mr. Rosenthal asked what they should do with the information they received during the book talk. Mr. Donovan said that it was just for informative purposes. Mr. Rosenthal asked about the incentive to return books if overdue fines are eliminated.

Mr. Russell – He attended the volunteer lunch at Sherwood and Martha Washington libraries. He was very impressed hearing all the statistics about how many hours and tasks volunteers complete.
Ms. Janega – She encourages everyone to look into the Great American Read at the Reston Regional Library.

Ms. Miscavage – She thanked Mr. Donovan for serving on the Library Board.

Ms. Millhouser – She also thank Mr. Donovan. She mentioned that there was a flood at the Thomas Jefferson Library, staff and customers worked together to save books from damage.

Mrs. Pekarsky – She attended the volunteer lunches at her branches. She attended a meeting called the Successful Children and Youth Policy Team, where Opportunity Neighborhood gave a presentation which sang the praises of the library.

Mr. Rosenthal – he asked a question about the funding cycle and talking to the supervisors’ offices to receive more funds. He would like the board to talk to their supervisors and let them know all the services the library offers. Mr. Donovan said the finance committee formally asks for an increase to the budget, but all trustees can individually talk to their supervisors. The Library Board and the Board of Supervisors will have a joint meeting in September.

Mr. Russell made a motion to adjourn the meeting, it was seconded by Ms. Miscavage. Mr. Donovan adjourned the meeting at 7:55 p.m.

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

Approved: Miriam Smolen
Chair FCPL, Board of Trustees
DIRECTOR’S REPORT
**July 11, 2018, Director’s Report**

**A. FOL MOU update**

On January 10, 2018, the Library Board of Trustees approved an updated Memorandum of Understanding (MOU) to be executed between the individual Friends of the Library (Friends) groups, the Library Board, and Library Administration. The MOU was developed over multiple years, including a May 2017 open meeting with Friends members, three Friends working sessions in August 2017, a draft MOU document provided in September 2017, written public comment request in September and October 2017, four months of Library Board discussion and amendments, and five iterations of the draft MOU document before the final MOU was approved on January 10, 2018. The approved MOU includes many provisions and suggestions recommended by multiple Friends groups. The approved MOU provides clarity on the roles and responsibilities of all parties - Library Board, Library staff and the Friends groups – and enhances transparency, accountability and fiduciary responsibility.

As of July 5th, 2018, 15 of the 23 Friends groups have signed or indicated a willingness to sign the MOU. The remaining 8 Friends groups have been notified that they have until July 31st, 2018, to let the Library Director know if they intend to sign, or not sign, the MOU. Attached is the official letter sent to those groups.

**B. Librarian I upgrades approved**

When the FY18 budget was approved in May 2017, the Library paraprofessional job family was approved for a regrade as part of the market review process. The Library celebrated the fact that its Library Pages, Library Aides, the Library Assistants series, and Library Info Assistants were moved up a pay grade, recognizing that they were out of market and that their compensation needed to be updated to reflect that. Simultaneously, it was also acknowledged that the regrade changed the Library Info Assistant from an S-19 to an S-20, the same grade as the Librarian I classification.

Library Administration has spent the last year working closely with colleagues in the Department of Human Resources (DHR), making the case that the Librarian I classification also needed to be upwardly regraded, to retain a pay and classification step between Info Assistants and Librarian Is and to take into account the differences in education, knowledge and duties required. After many months of conversations, data collection, documentation and meetings, Library Administration is pleased to report that DHR has agreed to move the Librarian I job classification from an S-20 to an S-21. Thank you for your support in this process!

**C. My Perfect Read demonstration**

FCPL’s new online readers’ advisory site, *My Perfect Read*, is available for public use starting on Monday July 9th. A demonstration will be provided at the July 11th Library Board meeting for Trustees.
June 29, 2018

Hello Friends of the XXX Library,

On January 10, 2018, the Library Board of Trustees approved an updated Memorandum of Understanding (MOU) to be executed between the individual Friends of the Library (Friends) groups, the Library Board, and Library Administration. The MOU was developed over multiple years, including a May 2017 open meeting with Friends members, three Friends working sessions in August 2017, a draft MOU document provided in September 2017, written public comment request in September and October 2017, four months of Library Board discussion and amendments, and five iterations of the draft MOU document before the final MOU was approved in January 2018. The approved MOU includes many provisions and suggestions recommended by multiple Friends groups. The approved MOU provides clarity on the roles and responsibilities of all parties - Library Board, Library staff and the Friends groups – and enhances transparency, accountability and fiduciary responsibility.

After approval of the January 10th MOU, the Board directed staff to work with the individual Friends groups to answer any questions they might have, clear up miscommunication issues, and work towards execution of the document. Each Friends group has had the opportunity to meet in person with library staff over these intervening five months. At this time, the updated MOU must be signed to continue the relationship between the organizations.

Please notify the Library Director by July 31, 2018, if your Friends group will or will not sign the January 10th MOU. If your Friends group informs the Library Director it is not willing to sign the MOU, or fails to notify the Director one way or the other, then we will follow up with your group to explain the process for ending the group’s formal association with the Library.

The Library Board and Library staff truly hope that your organization will choose to sign the MOU. Even if your Friends group elects not to be formally associated with the Library going forward, we greatly appreciate the support that your group has provided in the past and hope that your charitable mission will continue.

If you have any questions, contact me at Jessica.Hudson@fairfaxcounty.gov.

Thank you,

Jessica Hudson, Library Director
INFORMATION ITEMS
## Fairfax County Public Library Incident Report
### June 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>CE</td>
<td>Disruptive Behavior *</td>
<td>1</td>
<td>Man bathing in the restroom.</td>
</tr>
<tr>
<td>CH</td>
<td>Parking Lot</td>
<td>1</td>
<td>Customer reported her car had been keyed.</td>
</tr>
<tr>
<td></td>
<td>Unattended Child</td>
<td>1</td>
<td>Caregiver lost track of teen found wandering the parking lot.</td>
</tr>
<tr>
<td>GM</td>
<td>Vandalism</td>
<td>1</td>
<td>Toilet in men’s restroom smashed.</td>
</tr>
<tr>
<td></td>
<td>Substance Abuse</td>
<td>2</td>
<td>Man drinking wine at the public PCs; man drinking wine at the public PCs.</td>
</tr>
<tr>
<td></td>
<td>Sexual Misconduct *</td>
<td>1</td>
<td>Man exposed himself to young girl.</td>
</tr>
<tr>
<td>RR</td>
<td>Theft of Personal Property *</td>
<td>1</td>
<td>Backpack stolen.</td>
</tr>
<tr>
<td></td>
<td>Solicitation</td>
<td>1</td>
<td>Panhandling.</td>
</tr>
<tr>
<td></td>
<td>Disruptive Behavior *</td>
<td>3</td>
<td>Agitated woman blocking use of the restroom; two customers involved in altercation; altercation between customers.</td>
</tr>
<tr>
<td>SH</td>
<td>Theft of Personal Property *</td>
<td>1</td>
<td>Laptop stolen.</td>
</tr>
<tr>
<td></td>
<td>Disruptive Behavior</td>
<td>1</td>
<td>Man bathing in the restroom.</td>
</tr>
<tr>
<td>KN</td>
<td>Erratic Behavior</td>
<td>1</td>
<td>Customer became belligerent about noise from a program.</td>
</tr>
<tr>
<td>LO</td>
<td>Theft of Personal Property *</td>
<td>1</td>
<td>Scooter stolen.</td>
</tr>
<tr>
<td>RB</td>
<td>Disruptive Behavior *</td>
<td>2</td>
<td>Man leaving carts with his belongings on library property; teens being disruptive.</td>
</tr>
<tr>
<td></td>
<td>Verbal Abuse *</td>
<td>1</td>
<td>Man became belligerent when asked to stop harassing female customers.</td>
</tr>
<tr>
<td></td>
<td><strong>Total Incidents June 2018</strong></td>
<td><strong>19</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Police, Fire Department, or FMD notified