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, 2017 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 – Ms. 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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<tr>
<td>Monday-Thursday</td>
<td>Monday-Thursday 10:00 a.m. - 8:50 p.m.</td>
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<tr>
<td>Noon - 7:00 p.m.</td>
<td>Friday Noon - 5:50 p.m.</td>
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<td>Friday Noon - 5:30 p.m.</td>
<td>Saturday 10:00 a.m. - 4:50 p.m./10:00 a.m. - 1:00 p.m., (alternating)</td>
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<td>Saturday Noon - 4:30 p.m.</td>
<td>Sunday 1:00 p.m. – 4:50 p.m.</td>
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<td>Sunday 1:00 p.m. - 4:30 p.m.</td>
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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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<tbody>
<tr>
<td>Priscille Dando</td>
<td>Suzanne Levy</td>
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<td>Michael Donovan</td>
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<td>Darren Ewing</td>
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<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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<td>Gary Russell</td>
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Respectfully Submitted:  
____________________________
Jessica Hudson  
Library Director

Approved:  
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Michael Donovan, Acting Chair  
FCPL, Board of Trustees