FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
March 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 February 2018 minutes and Mr. Jasper seconded it. The motion to approve the minutes passed unanimously.

III. Special Presentation by Phil Hagan, Budget Services Coordinator and Dana Thompson, Budget Analyst IV, Department of Management and Budget

Phil Hagan gave an overview of the advertised 2019 budget. Trustees were provided a copy of the PowerPoint presentation and a one-page overview of the Library’s budget breakdown. Key presentation points included:

- Trend information as it relates to office vacancies.
- 65% of the general fund comes from real estate tax.
- 52% of the budget goes to Fairfax County Public Schools.
- The proposed budget for 2019 has an increase of 192 million, funded partially by real property increases and partially by a proposed 2.5% increase in the property tax rate.
- The library budget remains flat.

Dana Thompson gave an overview of the library budget as compared to the previous two years. Mr. Ewing asked questions about unspecified funds and about the county compensation and pension. Ms. Levy pointed out that while the budget for the collection remains flat, it will actually represent a decrease in the purchase of new materials due to inflation. The Board thanked staff for the budget information and presentation.

IV. CHAIR’S REPORT: April’s Board meeting will begin with the Star Volunteer Awards.

V. COMMITTEE REPORTS:

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: Suzanne Levy – A presentation of the Strategic Plan will be presented during the action items portion of the meeting.
D. Public Relations Committee: Fran Millhouser – No report.
E. Ad Hoc Policy Committee: Three policies are up for review during the action items portion of the meeting plus recommended updates to the Board’s Bylaws.
VI. 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. Energy Action Fairfax
   A handout was provided with the dates to get free LED lightbulbs through a partnership with Energy Action Fairfax

C. Big Library Read April 2-16, 2018
   The book this year is *Flat Broke with Two Goats* by Jennifer McGaha. Downloadable eBooks and Audiobooks will be available through Overdrive, with unlimited access

D. Nova Teen Book Festival
   Over nine hundred people attended the Nova Teen Book Festival at Washington-Lee High School on March 10, 2018, a record high attendance.

VII. 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 was provided by Jessica Hudson and Doug Miller.

Director Hudson commended staff on the hard work and enthusiasm in the process of developing the Strategic Plan. She also thanked the Planning Committee for all their work with word-smithing. Acting Chair Donovan and the full Board formally thanked all involved in the long process of developing a new plan.

Mr. Ewing moved to approve the Strategic Plan and Ms. Millhouser seconded it. The motion passed unanimously.

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 March 2018 Board packet.

Mr. Ewing made the motion to discuss the item and Mr. Jasper seconded.

There was discussion around the following specific portion of the policy: “An individual may use a meeting or conference room during open hours when the room is not reserved for group use. An individual may arrange with staff to use the available space on a "drop-in" basis; an individual may not reserve meeting space for personal use.”

It was recommend that the semicolon be replaced with a period, to provide for more clarity. A motion was made to table the item until updated language is provided at the next meeting. The motion passed to table the item.

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 March 2018 Board packet.

Mr. Russell made a motion to table the item, which was seconded by Mr. Ewing. Mr. Russell said the Board was contacted by a concerned parent about access to a child’s account. Mr. Russell wants to change the age where parents can access a child’s account information from 12 to 17. Mr. Russell thinks it would be beneficial for the conversation for Ms. Dando to be present provide a school perspective. Director Hudson shared that in Virginia it is up to the local jurisdiction to set the age where parents may have access to the account information of minors, and that Fairfax County has always erred on the side of privacy. The motion to table the motion passed.

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 March 2018 Board packet.

Mr. Ewing made a motion to approve Policy Y and Ms. Levy seconded it. The motion to approve passed unanimously.

The following policy was approved:

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

"...Library buildings and facilities..." refer to library services in (1) a free-standing building owned by the County and designed to serve as a library; (2) leased space; (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 shall consider any type of legitimate proffer or public-private partnership proposal leading to the provision of library services in accordance with Library of Virginia service standards, site selection criteria, and the County’s Capital Improvement Plan.

   a. 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).

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 March Board packet.

   Director Hudson provided additional background information on this action item; the ad hoc Policy Committee was interested in getting the full Board’s perspective on the areas of proxy voting and committee voting. The current bylaws do not allow for proxy voting and no additional language was added to the recommended update. The current bylaws allow for any Trustee to attend any committee meeting and participate in “voting issues;” the recommended updates include allowing any Trustee to participate including “voting on issues.” Additionally, it is recommended to remove a footnote which speaks to compensation for the Board; following Board of Supervisor action in 1996, only those Boards, Authorities, and Commissions required by State Code to be compensated are eligible in Fairfax County to receive reimbursement for their Board/Authority/Commission service.

   Ms. Millhouser made a motion to approve the Bylaws and Mr. Ewing seconded it. The motion to approve passed unanimously.

   The following Bylaws were approved:

   **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 is 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 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 successor takes 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 shall elect a member to serve as a Director of the Fairfax County Public Library Foundation, Inc. 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 shall 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 shall 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 that they attend.
b. Appoint all committees.
c. Initiate, in consultation with the 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. 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.

c. Regular or special 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.

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

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 on issues.

ARTICLE IX. Parliamentary Authority

*Robert's Rules of Order Newly Revised* (11th edition, 2001) shall govern this Board in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

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 one member of the Library Board. The School Board shall appoint 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.

VIII. ROUNDTABLE:

Ms. Levy – Shared that the Memory Depot at the City of Fairfax Library will be having a soft opening and then a grand opening in June 2018.

Mr. Russell – Stated that sometimes government spends too much time on a process, but in the case of the Strategic Plan he appreciates time put into creating the document.

A motion to adjourn was made by Ms. Pekarsky and seconded by Mr. Ewing, the motion passed. Acting Chair Donovan adjourned the meeting at 8:57 p.m.
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<th><strong>Members Present</strong></th>
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<td>Michael Donovan</td>
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<td>Darren Ewing</td>
<td>Phil Rosenthal</td>
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<td>Sheila Janega</td>
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<td>Miriam Smolen</td>
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Respectfully Submitted:

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Jessica Hudson
Library Director

Approved:

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Michael Donovan, Acting Chair
FCPL, Board of Trustees