

The Public Library of the District of Columbia
Board of Library Trustees Meeting
Minutes
Administrative Offices
Wednesday, July 22, 2020

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, July 22, 2020 via the WebEx virtual platform, with Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Karma Cottman, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Shanel Anthony; Leif Dormsjo; Monte Monash; C. Brian Williams and Tony Williams. Not present: Victor Reinoso.

The meeting was called to order at 6:00 pm.

Roll Call

Mr. Gregory McCarthy requested roll call and quorum was achieved.

Adoption of the Agenda

The motion to adopt the agenda was approved.

Approval of Minutes

The minutes of the May 14, 2020 and the June 3, 2020 board meetings were adopted by the Board of Library Trustees.

Public Comments

Public comments were submitted by Robin Diener, Director, Library Renaissance Project. Ms. Diener's remarks covered the reopening of the Martin Luther King Jr. Memorial Library, a discussion of possible improvements to the outdoor areas at DCPL locations, and comments on the forthcoming DCPL Facilities Master Plan. Ms. Diener provided some concerns regarding the increase in library usage of public-private partnerships in future, and comments on the future of the Tenley-Friendship Library site.

President's Report

Mr. Gregory McCarthy provided the President's Report. He began by discussing the Council's budget deliberations for FY21 and impacts to the library's budget, hours and personnel. He summarized their extensive meeting, noting that more funding would result in more public service hours at the library. Mr. McCarthy added that the library is in Phase II, with library staff working on the frontline to provide critical services to their communities. He stated that the library would not take any steps that could endanger the health and safety of library employees or patrons. These sentiments were echoed by other Board members, who also spoke up in support and gratitude for the work of the DCPL staff and the

leadership of Executive Director Mr. Richard Reyes-Gavilan. Mr. McCarthy also thanked Ms. Monte Monash and Mr. Tony Williams for their continued stewardship of the MLK Library Taskforce. This concluded the President's Report.

Executive Director's Report

Mr. Richard Reyes-Gavilan provided the Executive Director's report. Mr. Reyes-Gavilan thanked the many staff who have worked hard during the early months of the pandemic to implement training and work with the city government to acquire PPE and other needed materials enabling the branches to reopen. Mr. Reyes-Gavilan reminded the Board that the Library currently has 14 neighborhood library locations open for "Takeout +" which emphasizes computer access, book hold pick-ups and remote printing. Mr. Reyes-Gavilan noted that the proposed service model for FY21 is dependent on the final budget from the City Council, and further discussion with the Board may need to wait until that budget has been finalized. Mr. Reyes-Gavilan directed the Board's attention to recent news articles about the Martin Luther King Jr. Memorial Library, its architecture and the role that libraries play today. The central library is reopening on September 24th in a limited capacity. He continued, mentioning that the Communications Department has worked hard to promote the new Library app which will be launched soon.

MLK Library Taskforce Report

Ms. Monte Monash and Mr. Tony Williams presented a report from the MLK Library Taskforce. Ms. Monash noted that the official celebratory event to mark the reopening of the library would be determined based on the public health situation, however work continued to move forward to establish the policies and procedures needed once the building is fully operational, namely the Event Rental Policy and associated Rate Card as well as the Rules of Behavior. The modernized building has a number of new spaces which will require rental policies and rates for various potential end-users. Mr. Williams provided some context around the Event Rental Policy and the considerations and concerns that shaped the final document. Mr. Brian Williams requested that an audit of the rental program occur after a year of "regular" usage to assess whether the space is available to a diverse group of organizations, and to make a determination at that point regarding pricing to ensure the space is appropriately accessible to the community. Mr. Reyes-Gavilan noted that the Board will need to provide guidance on how revenues are spent, and an annual conversation around those expenditures and the source of the revenue would be appropriate and worthwhile. The Board had a lively discussion over the proposed rates, event hours, and other aspects of the program. Mr. Tony Williams proposed that the Board adopt the event policy and rate card as-is with the caveat that accessibility to the space and pricing be revisited after a year of normal operations, and it was so adopted.

Mr. Reyes-Gavilan introduced the Rules of Behavior, an existing policy document that underwent slight changes, most notably regarding the rule governing bags in the library. Ms. Monash proposed that the Board adopt the revised policy, and it was approved and adopted. Mr. McCarthy requested that

guidelines governing the expenditure of revenue from event rentals be discussed at the September meeting of the Board of Library Trustees.

Ms. Monash then presented the DC Public Library's funding request to the DC Public Library Foundation for FY21. The request covers the MLK Library awareness activities and events, support for the library's Special Collections, the library's digital experience, early literacy efforts, the art and exhibit program and other initiatives. Ms. Monash made a motion for the Board to approve the request, which was seconded and adopted.

Contracts Review Committee Report

Mr. Leif Dormsjo provided the Contracts Review Committee report. Mr. Dormsjo discussed a contract modification for the Southwest Library project related to construction services which was approved on May 20th and submitted to the DC Council. The second contract, an annual renewal, covered bulk book purchasing. This concluded the Contracts Review Committee Report.

Facilities Committee Report

Mr. Dormsjo provided the Facilities Committee report. Mr. Dormsjo detailed the progress of the Capitol View project (Phase III), in which DCPL received a permit to proceed with the rear facade and grillage portion of the project, as well as plantings associated with the canopy of the building. The project is on track and construction teams are adhering to best public health practices. He continued, noting that the vertical progress of the Southwest Library project has been significant and construction has reached the midpoint of the project. Regarding the Southeast Library, a community meeting is planned for tomorrow evening that includes the design team and their work to date. The Lamond-Riggs Library had a recent community presentation, where the final design and construction phasing were presented to a well-attended virtual meeting. He continued, noting that the MLK Library project is in the punch-list phase with ongoing moves into the building for staff and materials. Mr. Reyes-Gavilan added that the Facilities Master Plan is final and the document will be sent to the Facilities Committee members for their approbation. This concluded the Facilities Committee Report.

Federation of Friends Report

Ms. Susan Haight provided the Federation of Friends report. Ms. Haight discussed the ongoing meetings of the Friends, via phone or Zoom. She thanked Martha Saccocio for keeping the Friends abreast of DCPL news and activities. She noted that the Friends are continuing to fund the summer challenge activities and targeted programs such as Baby Yoga which, now a virtual program, continues to attract the interest of some 1,500 mothers and babies. In addition, the Friends continue their advocacy efforts with the DC Council regarding the FY21 budget. This concluded Ms. Haight's remarks.

DCPL Foundation Report

Ms. Monash provided the DCPL Foundation report. Ms. Monash relayed that Mr. Rob Hartman and the Foundation have been hard at work despite the pandemic to raise funds for opening of the MLK Library, via targeted communications with donors. She mentioned major gifts from Pepco and others which will support a number of library activities. Mr. Hartman added that the Foundation is motivated and is leveraging their excitement as well as recent news coverage to reach out to major donors and others to raise funds. He continued, providing an update on the teen Know Your Power contest funded by Pepco, which has begun receiving entries. He concluded by mentioning the art education programming around artist Alma Thomas, underwritten by the Foundation, which is a source of great excitement.

New Business

There was no new business.

The meeting was adjourned at 7:35 pm.

Board of Library Trustees

Follow-up Items

1. DC Public Library will provide guidelines for event rental revenue expenditures at the September meeting of the Board of Library Trustees.
2. DC Public Library will follow up with the Board of Library Trustees regarding the DC Council's final budget for FY21 and the Library's proposed service model.