The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, March 28, 2018 at the DCPL Administrative Offices, 1990 K St NW, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Karma Cottman, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Kamili Anderson; Leif Dormsjo; Faith Gibson Hubbard; Vincent Morris; and C. Brian Williams. Not in attendance: Victor Reinoso.

The meeting was called to order at 6:13pm.

Introduction of Attendees
Attendees stated their names and association.

Roll Call
Mr. Gregory McCarthy requested roll call. Quorum was reached.

Adoption of the Agenda
The motion to adopt the agenda was accepted by Ms. Faith Gibson Hubbard and Mr. C. Brian Williams.

Mr. McCarthy noted minutes now include follow-up items from the previous meeting.

Approval of Minutes
The motion to approve the minutes of the January 28, 2018 board meeting was adopted by Ms. Kamili Anderson and Ms. Faith Gibson Hubbard.

Public Comments
There were no public comments.

President’s Report
Mr. McCarthy delivered his Presidents report. He began by welcoming Ms. Gibson Hubbard’s baby to the city, and also welcomed new Board of Trustees members C. Brian Williams and Leif Dormsjo. Mr. McCarthy introduced Mr. Williams as the Founder and CEO of Step Afrika!, DC’s foremost cultural export. Mr. McCarthy then introduced Mr. Dormsjo, who previously worked for the Maryland Department of Transportation and most recently as the head of DC's Department of Transportation, where he was successful in completing many projects on time and within budget. Mr. McCarthy noted that he had the pleasure of introducing the Morehouse College Glee Club the week prior, and enjoyed learning about the Club members’ fields of study as well as their performance.

Executive Director’s Report
Mr. Richard Reyes-Gavilan delivered the Executive Director’s Report to the Board. He echoed Mr. McCarthy’s excitement in having new members on the Board, augmenting current expertise. He began his report by mentioning the upcoming FY19 Budget hearing, scheduled for April 18th. Another upcoming event, the DC Author Festival, now in its third year, is a celebration of District authors and a workforce development event where the library brings in hundreds of authors to participate in panels.
discussing everything from how to meet an agent to how to get their books into the Library. As the MLK Library is closed the event will be held at the Library of Congress, featuring speaker Derek Musgrove, co-author of Chocolate City. Lastly, he mentioned the documentary A Legacy of Mies and King, created by the architectural firm Mecanoo to tell the story of the MLK Jr. Memorial Library renovation project. The film will be screened at the District Architecture Center, and he closed by inviting the board to attend.

Discussion on Equity
Mr. McCarthy introduced the main discussion topic of defining equity in public libraries, stating that the Library has a quantity of excellent programming of which we can all be proud, and we now have the luxury of thinking about equity. He described equity as less a matter of what is provided, but how it is received, felt, and customized for each neighborhood. Mr. McCarthy referenced the upcoming ward-specific performance indicators which will highlight what library services mean for each ward and asked Mr. Reyes-Gavilan to present his thoughts on how we define equity at DCPL.

Mr. Reyes-Gavilan presented his prepared remarks on equity, beginning with some historical context regarding the desire of libraries to provide equal access to books and services, and the idea that uniform geographic distribution of libraries may not equal a fair distribution of access to library services. Over the past five years, DC Public Library has sought to increase equitable access by adding evening, weekend and holiday hours, eliminating all fines and fees for children and teens, creating barrier-free library accounts for public school students, prioritizing direct-to-home services such as Books from Birth and mobile hot spots in neighborhoods with low broadband adoption, collaborating with partners to expand workforce development options and technology trainings, providing language access services, promoting diversity among staff, developing collections that reflect the diversity of communities and the city, adopting design principles to make each building more welcoming to people with disabilities, and performing library outreach to underserved areas. In addition, the Library has included equity as a major principal in the current 5-year Strategic Plan and in additional “stretch” goals. Mr. Reyes-Gavilan's remarks concluded by noting that recent historical trends indicate that the library will need to work harder in some locations than others to achieve the desired growth, and in all cases the library will consider equitable access to library services in all of its decisions while striving to remove barriers to the enjoyment of library services at every level. The board then had a lengthy and comprehensive discussion on what equity means to the library.

Ms. Karma Cottman voiced a question on the idea of equity versus equality. How does the Library decide how to equitably divide resources? Mr. Reyes-Gavilan mentioned the Outreach and Inclusion team as a major factor in reaching hard-to-reach communities, and that the Library seeks to expend more effort in areas where barriers to library access exist. Ms. Cottman followed up by asking if the Library has done any analysis of these barriers to library use, specifically for Wards 7 and 8, and are any methodology is being applied to address that specifically. Mr. Reyes-Gavilan noted that prior to the Strategic Plan the Library conducted a thorough community needs assessment, including focus groups and branch visits, and the information collected informed the Strategic Plan. He noted that a developing needs assessments on an ongoing basis may be necessary. Ms. Cottman noted the need to avoid stereotyping entire segments of the city based on these barriers.
Ms. Anderson brought up the legacy of inequity and exclusiveness that libraries had participated in for many years. She suggested that going forward the library consider including new participants to engage different communities and find different perspectives. Diverse perspectives are important in considering what equity means for libraries.

Ms. Cottman asked about whether staff are trained on equity. Mr. Reyes-Gavilan replied that DCPL has not had specific equity training however it is under consideration. Ms. Gibson Hubbard noted that such training could be more intentional if there is an explicit statement on equity. She also mentioned that it is important for people to think of the library beyond transactional activities, like circulation. Ms. Anderson brought up the Anacostia Library testimony wherein the patron mentioned many programs and activities, none of which might impact circulation, but provide "passages and avenues to a better quality of life" which speaks to additional library services that may not be known to people in the community.

Ms. Cottman inquired as to how we operationalize equity and the role of the Board in doing so. Mr. Reyes-Gavilan replied that equity is built into the Strategic Plan, including the Stewardship goal which includes the creation of a Facilities Master Plan to guide growth regardless of changes in the city’s political structure. Mr. McCarthy noted that by the time the Facilities Master Plan is completed, the Library should have a statement on equity that can be applied to every decision made thereafter.

Mr. McCarthy further remarked that the Library must determine how to measure the equity gap. For example, he mentioned that while OneCard usage is excellent, the Library still doesn't know if it moved the dial in terms of more kids getting books. Mr. McCarthy requested that Mr. Reyes-Gavilan come up with three indicators that the Library can track going forward. Mr. Reyes-Gavilan mentioned that at the next Performance Committee Meeting there will be updates on the progress of Strategic Plan initiatives.

Mr. Dormsjo remarked that the description of the Anacostia Library activities was really impressive, and questioned where the ideas for the programs had originated. Mr. Reyes-Gavilan responded that the Library relies on the branch managers and the staff, and also a centralized process through the Programs and Partnerships teams to create partnerships with targeted neighborhood programming.

Mr. Vincent Morris noted that an additional challenge to reaching equity is that it is hard to know what our numbers actually reflect, and how to measure actual equity. Ms. Gibson Hubbard responded that it's important to look at the additional information, such as the Anacostia program list, to determine how a branch is performing. She noted that it is important too to discuss these non-transactional activities at the upcoming Budget hearing in order to demonstrate how funds are being used to meet community needs. Ms. Cottman concurred that it will be difficult to tell a full story solely through the data, and we should acknowledge that. A complete picture will include details about important programs to the community, but we need the data as a place to start. Ms. Anderson questioned whether equity implied steering library users and underperforming libraries toward traditional, measurable library activities, or whether it was to expand our idea of what libraries can and should do, and measure those aspects. Mr. Reyes-Gavilan responded noting that Ms. Anderson was describing a classic complexity between the prescriptive and descriptive, where traditionally libraries were very prescriptive (ie circulation). Modern libraries want people to use the library and library services in ways that fit their lives.
Mr. McCarthy wrapped up the discussion by asking Mr. Reyes-Gavilan to work on developing an equity statement, and by requesting that a retreat be scheduled for the Board. The retreat will involve updating the mission and vision statements for the Library.

**Finance Committee Report**
Ms. Anderson delivered the Finance Committee report. She began by reporting that the FY17 budget has been closed with a 99% expenditure rate. For FY18, the Agency is about 40% into the FY18 budget year and has obligated 47% of the local budget. Labor expenditures are at 39% of the PS budget, and 65% of the NPS or "goods & services" budget has also been obligated. Overall, the FY18 budget and expenditures are progressing well. Currently, there are 29 vacancies, and there are no known budget pressures. Ms. Anderson reported that the Mayor's FY19 budget allocated an additional $1.4 million to the Library's budget in comparison with FY18 ($63.2 million versus $61.8 million). Enhancements include $1.9 million for a cost-of-living adjustment for staff, $150,000 for the Parklands-Turner Library site and service study, and $300,000 for staff training and development as well as $80,000 for STAR learning space. The Capitol Budget saw a reduction of $2.1 million in project funding for the Operations Center, but an increase of $700,000 in additional funding for continued IT modernization. Ms. Anderson noted that the DC Budget Hearing is scheduled for April 18th. Several other enhancement requests were not approved for FY19, including $1 million for the opening-day collection for the MLK Jr. Memorial Library. Ms. Anderson concluded by questioning whether this was something the Board should be advocating for from the City Council and Mayor.

Mr. McCarthy questioned how the 29 vacancies compared with past years' vacancies at this point, to which Mr. Jonathan Butler responded that in the past vacancies have been as high as 42. Of the 29, various positions are in the interview or offer phase. Mr. McCarthy requested that all Board members should be armed with Budget data to be prepared for meetings with Council members and that he will work on developing these points with Mr. Reyes-Gavilan and Ms. Anderson. He noted that requesting funding for the MLK Opening-Day collection this far in advance of the actual opening is difficult, and Ms. Gibson Hubbard concurred, adding that it may be challenging to request funding for a library that isn't used by a Council member's constituents. Mr. Reyes-Gavilan responded by noting that the Central Library really serves the entire city, especially via holds, and no neighborhood library is large enough to house a collection with that depth of titles and subjects. Ms. Anderson added that if the funds are not received prior to the FY20 budget, there may not be time to acquire the necessary books prior to the library opening. Mr. McCarthy asked if any of the collection could be funded via capital dollars, to which Mr. Reyes-Gavilan replied that all capital funds have been obligated. Mr. Reyes-Gavilan agreed to send talking points to the Board regarding the need for opening day collection funding.

**Facilities Committee Report**
Mr. Leif Dormsjo delivered the Facilities Committee Report. The MLK Modernization project is moving along on schedule, with demolition and abatement activities ongoing. There is an ongoing collaboration with the Historic Preservation Office, and some major mechanical systems (elevators, plumbing) have been released. The Cleveland Park Library project is nearing completion, elevators have been installed and the project team is working on interiors. Substantial completion should be achieved in April. Capitol View Library's exterior renovation plan is completed, and the next step is approaching the Council for approval of the construction package. The temporary modular facility for Capitol View is being fabricated, and the facility will be usable in the future at other sites. The Southwest Library Project has had several community meetings to discuss the design concepts, and the Commission of Fine Arts has
approved the schematic design. The Lamond-Riggs Library solicitation for design-build services scope of work has been released, and the teams’ statements of credentials are due April 2nd prior to technical and price considerations.

Mr. Dormsjo emphasized that the Facilities Master Plan is a huge opportunity to operationalize the Library’s core values, and the importance of including the Library’s core values from the beginning in order to achieve the desired outcomes. Mr. Dormsjo also spoke about emphasizing safety as a key theme of capital projects with staff, contractors, and consultants. He added that a conversation about safety would be included in all meetings, beyond statistics, to principles around behaving safely. He noted that anytime we are walking or cycling near a construction site, there is risk involved. When driving near a construction site, there are changes to the roadway, and it is important to slow down and pay attention. Mr. Dormsjo noted that as a construction entity, it is imperative for the Library to blend safety into our culture and that it be reinforced by leadership.

Mr. McCarthy ended the conversation by noting that the Southwest Library design plan was well-received, by a national architecture firm with a strong local presence.

**Performance Oversight Committee Report**
Mr. McCarthy stated on behalf of the Performance Oversight Committee Chair that the Dashboard will be available at the next meeting.

**Library Foundation Report**
Mr. Morris presented the Library Foundation Report, noting for the benefit of Mr. Dormsjo and Mr. Williams that he has been acting as a bridge between the DC Public Library Board and the DC Public Library Foundation Board. The Storytime Gala, the main fundraising event for the Foundation, was a great event at the West End Library. There were 270 attendees, raising $184,000 - a 5% increase over the previous year’s Gala. Pepco as a primary sponsor made a $25,000 contribution, in addition to other large corporate donations. The Foundation Board is also working to support the Foundation as they redefine how they operate. Ms. Gibson Hubbard inquired as to the event’s production costs. Mr. Reyes-Gavilan responded that the Foundation’s net proceeds were around $100,000.

**Federation of Friends Report**
The Friends of the Library Report was presented by Mr. Eric Scharf. Mr. Scharf congratulated Mr. Reyes-Gavilan on his presentation on equity, noting its importance. He proceeded to discuss the Federation’s role in Library advocacy, noting their participation at the Oversight Committee Hearing, and preparation for the upcoming Budget Hearing. He discussed his work with a student at Cardozo High School who utilizes the Mt. Pleasant Library. The student has been accepted to twelve colleges after doing all of his college prep work at the library and plans to testify at the Budget hearing. Mr. Scharf offered the assistance of the Friends to help prepare other potential participants with their testimonials. The next Federation of Friends meeting will be on April 4th, in the offices of the American Library Association in Dupont Circle. For Federal advocacy, in recognition of budgetary pressures, the Federation put together a sign-on letter signed by 18 of the Friends groups and forwarded to Ms. Eleanor Holmes Norton for her signature. The Federation will do so again, focusing on Mr. Phil Mendelsson on the DC Council. Finally, the Federation recognizes Library Worker’s Day on April 10th and is making plans to thank staff for their work.
New Business
Mr. McCarthy initiated a discussion of a Board retreat, in the summer or fall. Ms. Gibson Hubbard expressed a desire for a retreat with less structure than previous events. An agreement was reached to hold two events, the first a more informal event at National’s Park over the summer, and the second in the fall with a facilitator.

The meeting was adjourned at 7:53pm.

<table>
<thead>
<tr>
<th>Board of Library Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up Items</td>
</tr>
<tr>
<td>1. DC Public Library will draft an equity statement for consideration by the Board of Library Trustees.</td>
</tr>
<tr>
<td>2. DC Public Library will schedule informal and formal retreats for the Board of Library Trustees for 2018.</td>
</tr>
</tbody>
</table>