



**Manassas Park City Library Advisory Board Meeting**

**6:30 p.m., Thursday, May 26, 2022**

9701 Manassas Drive

Manassas Park, VA 20111

**MINUTES**

**ATTENDEES**

Present

Lillian Zhu – Board Co-Chair

Robin Hatcher – Board Member

Donald Shuemaker – Board Member

Ann-Marie Stewart – Board Member

Holly Ritchie – Library Director

Absent

Michele Herd – Board Chair

**CALL TO ORDER**

Ms. Zhu called the meeting to order at 6:30 p.m.

**COMMENTS**

**APPROVAL OF AGENDA**

Ms. Zhu asked if there were any changes to the Agenda. Director Ritchie stated there was a last-minute addition for a nomination of Ms. Stewart for the Vice-Chair position. Ms. Zhu asked for a motion to approve the agenda as changed. Mr. Shumaker moved to accept the agenda as revised, and Ms. Hatcher seconded. The motion carried.

**APPROVAL OF MINUTES**

Ms. Zhu asked for a motion to approve the previous meeting minutes (March 10, 2022). Mr. Shuemaker moved to accept the minutes as presented, and Ms. Hatcher seconded. The motion carried.

**REPORTS**

Library Director Report – attached.

March 2021-May 19 2022 Statistics – attached.

- Comments concerning Reports:
  - Mr. Zhu asked if it was possible to use the old library for summer programming before we open the new building. Director Ritchie explained

that the building would almost immediately be renovated, and another city department would be moving into the space.

## DISCUSSION ITEMS

Review of Strategic Plan – attached

Next Fiscal Year Goals for City - attached

- Comments concerning Discussion Items:
  - Mr. Shuemaker asked if Director Ritchie feels the strategic plan will not cover our goals in the new building. Director Ritchie explained that the strategic plan was initially designed with a new library in mind, which will still be the case in the new building as the time comes to draft a new strategic plan. Ms. Stewart commented that the current strategic plan is filled with standard library goals rather than focused ones, which is excellent for a beginning library system or branch.
  - Mr. Shuemaker asked if there was a way to measure the progress that is completed over a year to point to for community members who ask about what the library has completed. Director Ritchie stated there is an Annual Report completed each year that shows what the library has accomplished, especially in relation to the strategic plan.
  - Mr. Shuemaker asked if there is a place to point people to the library's Electronic Resources if they are not interested in coming into the physical building. Director Ritchie explained the basics of our Digital Resources and where patrons can find them.
  - Mr. Shuemaker asked when the new library would open. Director Ritchie stated opening day is scheduled for August 16<sup>th</sup>, and the official Ribbon Cutting for the new building and plaza would be July 16<sup>th</sup>.
  - Mr. Shuemaker asked for clarification on when the FY 22-23 goals are worked toward. Director Ritchie explained they are for July 1<sup>st</sup>, 2022, until June 30<sup>th</sup>, 2023
  - Ms. Zhu asked if there would be guided tours of the new building at the Ribbon Cutting. Director Ritchie explained those details are not currently known but are being discussed.
  - Ms. Stewart asked about the opening happening on a Tuesday. Director Ritchie explained the new library would remain closed on Monday.

- Ms. Stewart asked if volunteers would be needed to set up the new library. Director Ritchie stated plans are still being made, but we will definitely consider reaching out to the board if assistance is needed.
- Ms. Zhu asked about the plans for the room at the community center. Director Ritchie explained that the Book Nook will be used as a pop-up location but will be available for people to sit and read at the community center with free books.
- Ms. Stewart asked if people would be able to pick up holds at the pop-up services at the community center. Director Ritchie states plans are being made to offer that as a service, but currently, it is informal when asked.

### **ACTION ITEMS**

#### Nomination for Board Chair & Vice Chair

- Vice Chair Nomination: Ann-Marie Stewart

#### Election for Board Chair & Vice Chair

- Chair Nomination: Michele Herd  
Mr. Shuemaker moved to elect Michele Herd as the Chair by no competing nominations. Ms. Stewart seconded. The motion carried.
- Vice Chair Nominations: Ann-Marie Stewart  
Mr. Shuemaker withdrew himself as a candidate for Vice Chair due to Ms. Stewart's acceptance of her nomination. Mr. Shuemaker moved to elect Ms. Stewart as the Vice-Chair. Ms. Hatcher seconded. The motion carried.

#### Policy Revisions

- Ms. Zhu requested additional information about the removal of the meeting room information. Director Ritchie explained that there will be no library meeting rooms in the new space, only study rooms.
- Ms. Zhu asked if library staff will perform maintenance on the technology. Director Ritchie explained that City IT maintains all technology.
- Mr. Shuemaker asked if the library could have a copy of the Freedom to Read Statement and Bill of Rights posted in the library. Director Ritchie stated the library would work towards having them available in the new building.
- Mr. Shuemaker moved to accept the policies as presented. Ms. Stewart seconded. The motion carried.

### **MEETING SCHEDULE**



Next meeting for September 1<sup>st</sup> at 7:00 p.m.

**MEETING ADJOURNED**

Ms. Zhu asked for a motion to adjourn. Ms. Hatcher moved to adjourn, and Mr. Shuemaker seconded. The motion carried.