

Library Board Minutes

September 17, 2018

Location: Charles E. Beatley, Jr. Central Library, Dickman Board Room

Present: Kathleen Schloeder, Oscar Fitzgerald, Helen Desfosses, Trudi Hahn, Frank Fannon, Patricia Rogers, Director Dawson, Deputy Director DiPilato, Division Chief/Administrative Services Wesson

Unexcused: Councilman Willie Bailey

The meeting was called to order at 4:00pm

Public Comments

Chuck Ziegler, Vice President, Friends of Beatley Central Library, reported that the Beatley Friends had committed \$104,260 toward projects for the Beatley Library. Their fall book sale was wrapping up, and as of September 16 the sale had made \$23,940. Mr. Ziegler talked about a Memorandum of Understanding (MOU) with the Library and suggested that the Library may want to conduct a Return on Investment (ROI) study to assist with advocacy. Director Dawson pointed out that the Library has a calculator on its website which demonstrates to individuals the value of various library services to an individual. Mr. Ziegler said that the Friends could publicize the calculator. Ms. Hahn said that the value calculator is different from an ROI; ROI studies demonstrate the value of a library to its whole community. Director Dawson said that she would share with the Board recent information regarding ROI studies.

Director Dawson introduced guest Patricia Pasqual, retired librarian and former director of the Foundation Center. The Director noted that the Library had utilized Ms. Pasqual's skills this summer to assist with setting up a grant committee and assisting staff with improving grant-writing skills.

Approval of minutes

A motion to approve the June minutes was made by Mr. Fannon and was seconded by Ms. Desfosses. The motion carried.

Director's Report

Director Dawson reported that a monthly activity report was not available this month.

She reported that the Office of Management and Budget (OMB) had introduced priority based budgeting, to ensure that city priorities align with department core services. Departments were asked to list and prioritize core services, and expenses were allocated among those services. Departments were then asked to score the services based on the city's goals. OMB asked all boards and commissions to say what their priorities are. Peer review teams are looking at submissions, and are given the opportunity to question our scores. Focus Area Teams will then review the submissions before going to the City Manager's Office for final review. For the October Board meeting, Director Dawson asked the Board to consider its feedback regarding the Library's priorities.

Director Dawson reported that the buildings experienced several leaks with the large amount of recent rain. At Beatley, water began coming in under emergency exit doors, in addition to more story room

leaks. General Services had attempted several things to assist, including adding extended gutters. The Burke Branch had experienced high humidity levels over the past several weeks, creating numerous dark areas on tiles and walls, which is possibly mold. The Library has been trying to encourage General Services to determine whether it is mold or not. The Duncan Branch had a minor leak.

Director Dawson reported that the City's legislative director has been doing research to determine if there is support from other library systems throughout Virginia regarding an increase to the state's court filing fee.

Director Dawson reported that the Library was partnering again with the Atheneum on Banned Books Week. She would be reading *The Hate U Give* at the event. The Thomas Jefferson Fellowship was supporting its second international trip with two staff members traveling through Europe. During the trip, they attended the Next Library Conference. Diversity programming continues to be strong with Ethiopian New Year the most recent focus; the program received many compliments. Spanish Heritage Month activities would take place in September and October. The Director reported that the Library is getting ready to embark on preparations for the 225th Anniversary of the Library and the 80th Anniversary of the Sit-In, both of which will take place during 2019.

Treasurer's Report

Ms. Desfosses reported that the Library had spent 17.55% of the budget and 59.43% of State Aid funds. The Library made \$83,704.37 (18.92%) of its requirement of \$442,411.00 in Fines and Fees Revenue. In addition, the Law Library received \$2,173.40 in filing fees. Director Dawson noted that at the end of last Fiscal Year, the Library reminded the City Manager of his promise to provide adequate funding for the Law Library. The City Manager asked OMB to look into why the filing fees were so low and to do a technical fix to cover the shortage.

Investment Report

As of July 31, 2018, the fiscal year to date portfolio performance was 1.87%, somewhat lower than the Russell Global (50)/Barclays Intermediate Government Credit benchmark of 2.00%. Over the last twelve months, the account performance was 8.21% compared to the benchmark of 9.32%.

Ms. Schloeder appointed Mr. Fannon as the new Chair of the Investment Committee.

Old Business

Deputy Director DiPilato reported on updates regarding the Pop-Up Library vehicle. At the beginning of this fiscal year, a committee to oversee the process was started with the Deputy Director and Beatley Reference Manager Katie Dow as co-chairs. Over the summer, the committee has been creating lists of supplies that will be needed on the vehicle, including technology needs. Linda Wesson and the Deputy Director met with Darrel Reynolds, the manager responsible for fleet vehicle purchases. He is looking at different vehicle models, and the committee will meet with him again to share the list of supplies needed. Mr. Reynolds has advised that it will take about six months to get the vehicle purchased and outfitted. The Library has joined the Association of Bookmobile and Outreach Services. Duncan Branch

Manager Brack Stovall will attend their conference in Raleigh, North Carolina in November. Next steps will be to create an Outreach plan and to determine what the schedule will be.

Ms. Schloeder reported that the Director's evaluation committee completed the evaluation and it was submitted to the City's Human Resources, following the city's guidelines for the salary increase of senior directors.

Ms. Schloeder thanked Mr. Fitzgerald for drafting the report and Ms. Wesson for her assistance. Ms. Hahn moved to accept the Board's Annual Report. Mr. Fannon seconded the motion. The motion carried.

Director Dawson reported that the Filming and Photography Policy had been reviewed and accepted by the City Attorney. Ms. Schloeder stated that the board had made a motion in June that the policy was approved pending City Attorney approval.

Ms. Schloeder reported that it had been two months since she met with Mark Jinks about the first floor of the Burke Branch. On the 6th of September, she sent him another message asking for an update and was still waiting on a response.

New Business

The Board decided to continue rotating meetings at the various library branches.

Director Dawson noted that the Board had passed a motion to pay for the conservation of some items. Former Local History staff had prioritized the items that needed conservation and had provided estimates of cost for the conservation of those items. Local History Manager Patricia Walker presented to the Board several of the extremely fragile items which were being considered for conservation. She noted that the amount that the Library Board approved would only cover one stage of conservation of one item. Her recommendation was to work on the Alexander Family Ledger first. She had received a proposal to do a preliminary stage of conservation on the item for \$9,000. Director Dawson stated that she would instruct Ms. Walker to begin the work on the ledger, and she would bring to the Board new proposal estimates for additional conservation efforts. Mr. Fitzgerald moved to accept the Library's proposal to spend up to \$10,000 from the Mourot fund to begin conservation on the Alexander Family Ledger. Ms. Hahn seconded the motion. The motion carried.

A motion to adjourn at 5:39pm was made by Ms. Desfosses and seconded by Mr. Fannon. The motion carried.