

The Alexandria Library Board was called to order by Chairperson Brooksie Koopman, on Thursday, February 18, 2010 at 3:52 p.m. in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were D. Koopman, R. Hobson, O. Fitzgerald, K. Schloeder, F. Fannon, and G. Day-Fuller. Member absent was A. Paul.

Staff present were Director Dawson, Deputy Director Renner, and Administrative Officer Wesson.

Mrs. Koopman proposed that the Board go into executive session for some personnel matters. Mr. Hobson moved to come out of executive session at 4:12pm. Mrs. Day-Fuller seconded the motion which was approved unanimously.

Green Roof Presentation:

The Director of Environmental Quality for T&ES, Mr. Bill Skrabak, made a presentation on the proposed green roof project for the Burke Library. Mr. Mike Robb from Baker and Associates, the architect for the project gave a summary of the project. Also in attendance were Patrice McAuliffe, the City's Urban Planner from General Services as well as Claudia Hamblin-Katnik, the City's Watershed Program Administrator and grant writer, who attended the meeting via telephone.

Mr. Skrabak discussed the grant funding for the project, which was through a State and Tribal Assistance Grant (STAG) administered through the Environmental Protection Agency (EPA). Congressman Moran was able to designate the funding as a set-aside, so the grant was non-competitive. A couple of years ago, the City adopted a Four Mile Run protection plan, as five to ten percent of the city is in the Four Mile Run watershed.

Mr. Skrabak explained that the Green Roof project at the Burke Branch was born because the City has had success with green roofs throughout the Four Mile Run watershed area. Benefits of green roofs include improved water quality, restoration of oxygen, habitat creation, improved insulation for the building on which the green roof sits, reduced urban heat effect, and increased lifespan of the roof. The City chose the Burke Branch Library because it is located within the Four Mile Run district and because of its educational aspect – a display to educate the community about green roofs could be placed on the highly visible lower roof area, adjacent to the handicapped entrance to the building. In addition, it is consistent with the City's Eco-City action plan, to retrofit all existing City buildings with green roofs, as well as to add them to newly built buildings.

Councilman Fannon asked why Burke Branch was chosen, as opposed to other buildings in the area. Mr. Skrabak answered that within the Four Mile Run district, a school, fire station, and library were determined to be the most appropriate locations, noting that there were a limited number of City buildings and the flat roof was an added incentive.

Ms. McAuliffe added that the roof had been previously replaced in 1997 with a roof life of 20-25 yrs. She admitted that while the roof was half way through its useful life; it would have to be replaced in another 7-10 years. She acknowledged that the selection of the sites was done by Office of Environmental Services in conjunction with General Services. She apologized for their failure to include someone from the Library and assured the Board that this would not happen again.

Councilman Fannon then asked the timeframe by which the project had to be completed. Mr. Skrabak answered that it would be a little over 1 year and that the money was from 2005 grant

dollars. He noted that the grant was a 55% federal grant with 45% matching City money. He asked what the estimated cost of the project was. Mr. Skrabak replied that it was approximately \$380,000, with \$172,000 from the City's Capital Improvement Project (CIP) budget and \$210,000 from the grant.

Ms. Schloeder asked if the City match had already been allocated. Councilman Fannon replied that it had, when the City Council approved the project at its September meeting.

Mr. Fitzgerald asked if it was more expensive to replace a green roof than a conventional one. Mr. Robb replied that initially it appears to be more expensive, but not necessarily so. He explained that the green roof would extend the roof-life up to 50 yrs, reduce storm water impact, and cool surfaces which reduces heat island effect.

Mr. Robb reiterated that the roof area near the Burke Library's 2nd floor entrance was a good place to exhibit a sample roof. While the existing beams would need to be upgraded in order to support the load, he explained that a "tray system", which can be raised up, would be placed on the skylight area because onlookers wouldn't be able to see it as well unless it were raised. He added that electronic vector mapping would be completed to detect and correct any leaks prior to the green roof being placed on the membrane. Ms. Schloeder inquired as to who would pay for the maintenance of the green roof. Director Dawson replied that Parks & Recreation pays for it with the Duncan Green Roof.

Ms. Hamblin-Katnik noted that the Library doesn't have any other quality improvements on it right now, such as stormwater BMPs (Best Management Practices) which are techniques used to control stormwater runoff, sediment control, and soil stabilization to prevent or reduce source pollution. Such improvements would be much more expensive than a green roof. She reiterated the fact that they wanted to place the green roof at a library because it could be seen along the handicapped ramp and because it's educational, and allows for a display on the eco-city initiative. Ms. McAuliffe agreed that this would make a profound statement that the City wants to move in the right direction wherever and whenever they can. Deputy Director Renner noted that the Burke Branch community has embraced this notion, and two garden clubs now want to spruce up the Burke building. She added that the piece on the ramp will add visual appeal to the building and also assist in bringing the community together.

Mrs. Koopman said that it was her personal opinion that a project that's costing the City \$172,000 for a roof which may not have to be touched for another 7-10 yrs, and the replacement of which, she estimated, would cost half of the cost of the green roof itself, was not necessary. She added that City staff had selected a building that had an inappropriate beam structure which adds an additional cost and that the roof is not visible, except for the tray system. She added that the City had taken excellent advantage of an EPA grant but were talking about doing all of this at a time when the Library had faced a reduction of 26%, and facing another \$300,000 cut in the upcoming FY11 budget year. She said that she found it very difficult to justify the expense and noted that the Board was not asked about the project. With the scarcity of CIP funds, she did not think it was a good use of \$172,000 of City's funds.

Mrs. Day-Fuller asked if the green roof project at Burke did not take place, what would happen to the funds. Ms. McAuliffe replied that the City would still match the funds if it were diverted to another building. Mr. Skrabak added that CIP funds could never be diverted to operating expenses to cover budget cuts.

Mrs. Koopman said that the City could elect not to take the money and CIP funds would not have to be spent. Mr. Skrabak reiterated that if the funds were not spent at Burke, the money would be

spent at another location within the City's Four Mile Run area. He admitted that while another project had not been identified, the money would go back into the larger project where it would be lost.

Ms. McAuliffe apologized again for the failure to include the Library Director in the initial planning of this project. She concluded by stating that General Services was committed to ensuring that all involved parties were informed on the front end of any future projects.

Mr. Fitzgerald asked what the next step was and if a vote on the matter was required. Mrs. Koopman responded that a vote was not necessary. Director Dawson replied that the presentation was merely meant for informational purposes.

Mr. Hobson asked for clarity concerning if the Library project did not move forward what would happen to the funding. Mr. Skrabak responded that the City would still keep the grant and use the match towards the bigger project he mentioned before or select another project.

Mr. Hobson then asked Mrs. Koopman if she needed further information. Mrs. Koopman responded that she could not in good conscience support this project and as a private citizen would probably speak out in opposition.

Ms. Schloeder asked if the Library would have to be closed and Mr. Skrabak said it would probably be around 3 weeks.

Director Dawson thanked the group for their presentation.

Return to Regular Business:

Mrs. Schloeder noted that the Library Company would be having its annual lecture soon. She suggested that an Alexandria Library Foundation fundraising envelope could be added to the lecture program. She added that either Director Dawson could mention the donation possibility, or one of the board members who is also in the Company, or Mrs. Koopman as Chair could do it. She asked the Company members if they could get in touch with the Library Company in order to facilitate this. Mr. Fitzgerald voiced concern that it might be inappropriate for Company members to request their friends that are invited to the lecture to donate to the Alexandria Library Foundation. He added that the Company has never been a fundraising entity. However, he said that it would be quite appropriate for Director Dawson to say in her report to the Company that the Foundation welcomed donations. He said that he would ask the Company president about it.

Mr. Hobson moved to approve the October minutes. Mrs. Schloeder seconded the motion which was approved unanimously. Mr. Hobson moved to approve the November minutes as amended. Mrs. Schloeder seconded the motion which was approved unanimously.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	115,483	-28.74%	85,933	-0.12%
BEATLEY	354,593	7.43%	221,129	-1.30%
BURKE	91,573	4.88%	97,093	1.12%
DUNCAN	171,170	6.36%	147,720	-2.47%
LOCAL HISTORY*	9,005	-28.82%	18,300	-44.40%
TALKING BOOKS	2,500	-8.16%	1,578	-4.12%
DOWNLOADABLES	3,563	14.64%		
EBOOK USAGE	1,629	-24.97%		
TOTAL	749,516	-1.51%	577,446	-2.40%

REGISTERED BORROWERS	167,533	4.00%
DOWNLOADABLE BORROWERS	1,928	12.09%
LIBRARY MATERIALS	442,165	4.64%
LIBRARY WEBSITE VISITS	162,697	19.78%
LIBRARY WEBSITE PAGES USED	215,639	18.35%
MEETING ROOMS	159 meetings (MONTHLY) \$2,435.00 (YEAR TO DATE)	

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals-Automated Signup	No. of Sessions	Utilization
Barrett	8	1,788	67.64%
Beatley	24	5,504	70.41%
Burke	16	2,912	63.07%
Duncan	9	1,640	59.98%
TOTAL	57	11,844	66.44%

*Decrease due to reduced Local History hours (now M 9-9, W 9-6, F 9-6, and 1st Saturday each month).

*Ebooks were unavailable immediately after Symphony upgrade on October 29, 2009. Several remain unavailable through the online catalog.

Mrs. Koopman reported that the Director's evaluation was submitted to the City but she was still waiting to find out if a six month evaluation was needed. She reported that she had attended several meetings on the City's strategic goals #4 & #7. She noted that the Library had been successful in raising awareness of the need for the library in the community, through these meetings. She added that she had discussed the Library's budget with several council members and would continue to do that. She and Mr. Fitzgerald had spoken on the Library's behalf at two recent council meetings.

Director Dawson reported that in the future she would present a Director's Report, and not focus as much on monthly statistics. She reported that circulation, patron count, and Internet usage were all down in January, due in part to extreme cold and some issues with the new Symphony system, such as problems with holds. However, virtual users were increasing as website usage increased. She reported that the Library had received a bequest from the Helen K. Omer estate for \$25,000, to be used for the Duncan Branch. Also, the Library had received \$400 from the Virginia Breast Cancer Society.

Director Dawson also reported that the Library was contacted by a company called ERM, which is doing the public facilities assessment regarding BRAC-13 (Base Realignment and Closure) which is constructing an office building off of Beauregard St. that could potentially have affects on the Burke Branch. The Library provided summary information including statistics, historical data, and possible future needs. As the Schools look to consolidate all of their offices in one location, and if the first floor of Burke Branch is vacated, she made it clear that we would expect BRAC officials to provide some funding to allow the Library to take over the first floor.

On November 23, the Director gave the charge to the Mayor at the annual Unity Breakfast. Mrs. Day Fuller complimented her on her presentation.

Director Dawson provided a budget update, noting that all of the Board's submissions had been accepted and submitted by the Office of Management and Budget to the City Council. However, the additional cuts that the City Manager had considered and which the Board did not approve (i.e. cutting Sunday hours and increasing the materials budget cut from \$80,000 to \$116,000) were not submitted to the Council. Lastly, she reported on the snow emergency, noting that the Library was closed from 1pm on February 5 and reopened on Tuesday, February 16.

Director Dawson gave the Treasurer's Report, noting that the Library was 58% through the year, with 54% of the budget spent. Payroll expenses were holding steady, although still somewhat high. Staff had slowed expenditure of book purchases. If the Library doesn't meet the fines and fees revenue, the only place with enough funds to cut is the materials budget, and staff would have to slow the book purchases even further. Staff had also slowed expenditure of State Aid by cutting databases which were not being used to best capacity. The Library had already taken a 5% cut to our State Aid, and the state may take another 5% for FY10 and will reduce the FY11 budget by another 5%. Mr. Hobson moved to approve the Treasurer's report. Mrs. Koopman seconded the motion which was approved unanimously.

Director Dawson reported that the patron survey could be reviewed at the next meeting. She noted that the Financial Audit had been completed.

Mrs. Koopman reported that she had not completed a revision to the Investment Policy and would submit something at April's meeting.

Director Dawson requested that the Library be closed on Sunday, July 4, 2010. Mrs. Schloeder moved to approve the request. Mr. Fannon seconded the motion which was approved unanimously.

Mr. Hobson reported that his law firm has BB&T as a client, at their North Carolina offices but that he does not personally work for them. Mrs. Koopman asked that the Board defer any procedure they decide to follow regarding the conflict of interest until the next board meeting.

The meeting was adjourned at 6:30pm.

Respectfully submitted,

Kathleen Schloeder
Secretary