

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, June 16, 2014 at 3:04 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, A. Paul, G. Day-Fuller, H. Desfosses, and W. Brierre. Member absent was A. Silberberg.

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

Guests present were Chuck Ziegler, Vice President of the Friends of the Beatley Central Library, and Beatley Friends members Gary Hacker and Lane Stone.

Nancy Davis of the Ivy Group presented a summary of the findings from the Needs Assessment conducted by her firm. Director Dawson noted that over the summer she would meet with the Needs Assessment Committee and branch managers to hear their feedback on the study. Next steps included making presentations to various community groups. She anticipated that by September the Library would have a firm driver to move forward and the information from the study would be used to create the 2015-2019 Five Year Plan.

Mrs. Schloeder read and presented the following resolution to retiring board member Richard R.G. Hobson.

***Alexandria Library Resolution
Commending Richard R.G. “Dick” Hobson
In Recognition of His 12 Years of Service and Dedication
to the Alexandria Library***

WHEREAS, Richard R. G. “Dick” Hobson is a long time Alexandria Citizen and supporter of the Alexandria Library system with more than 40 years of community service; and

WHEREAS, Mr. Hobson was a longtime board member and past president of the Alexandria Library Company; and

WHEREAS, Mr. Hobson played a pivotal role in the reopening of the Ellen Coolidge Burke branch in March 2002 after being closed for two years;

WHEREAS, Mr. Hobson was appointed by the Alexandria Library Company to the Alexandria Library Board on September 16, 2002, after replacing long term board member Howard W. Smith, Jr.; and

WHEREAS, Mr. Hobson served as Investment Committee Chair, advising and guiding the Alexandria Library Board, Alexandria Library Foundation and James M. Duncan, Jr. Library Foundation boards on investment strategies; and

WHEREAS, Mr. Hobson used his strong networking skills in June 2011, placing telephone calls to the Library Board of Virginia to ensure the Alexandria Library would not lose its State Aid; and

WHEREAS, Mr. Hobson served in the unofficial capacity of Library Board Parliamentarian; and

WHEREAS, Dick Hobson has historical and political knowledge about the City of Alexandria that has proven to be invaluable to the Alexandria Library;

NOW, THEREFORE BE IT RESOLVED by the Alexandria Library that Richard “Dick” Hobson be commended on June 16, 2014 for his 12 years of cumulative service as a member of the Alexandria Library Board.

Mrs. Schloeder also presented a Certificate of Appreciation to retiring Beatley Central Library Friends President Eileen Bradley for her support of library services.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	161,636	2.14%	107,156	-5.40%
BEATLEY	621,237	2.03%	274,857	-3.11%
BURKE	119,719	-1.77%	95,063	1.41%
DUNCAN	302,006	4.62%	177,247	-18.85%
SPECIAL COLLECTIONS	11,360	6.00%	17,852	1.87%
TALKING BOOKS	9,961	76.08%	2,340	6.61%
EMATERIALS	100,928	62.13%		
TOTAL	1,326,847	5.61%	674,515	-7.46%

NOTE: All branches received new patron door counters in July 2013, which have affected the patron count totals, in addition to a downward trend noted in public libraries in Virginia. The Duncan Branch has a significant number of visitors with strollers and the counters tend to record one visit for both stroller and parent.

REGISTERED BORROWERS	134,110	-4.00%
EBORROWERS	17,380	27.07%
LIBRARY MATERIALS	507,759	2.64%
LIBRARY WEBSITE VISITS	441,052	11.36%
LIBRARY WEBSITE PAGES USED**	4,127,556	139.30%
WIRELESS USERS***	31,290	365.49%
MEETING ROOMS	195 Meetings (MONTHLY) \$3,472.50 (YTD)	

***The Year to Date Previous numbers counted only hits to the Library's Home Page*

****The Library began counting wireless users in February 2013.*

**MONTHLY INTERNET COMPUTER
UTILIZATION:**

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,503	66.36%
Beatley	30	5,296	55.08%
Burke	16	1,976	52.37%
Duncan	9	976	38.37%
TOTAL	63	9,751	53.65%

Ms. Desfosses moved to approve the April 2014 minutes as amended. Mrs. Paul seconded the motion which was approved unanimously.

Director Dawson reported that the patron count continued to decrease while circulation continued to increase. The number of eborrowers continued to increase and wi-fi usage continued to rise significantly. She reported that, per the board's request, the wi-fi was once again being left on 24 hours per day so that individuals in the parking lot after hours could take advantage of it. The lighting in the parking lot had recently been improved and staff were not noticing any issues that would preclude the wi-fi being left on at night.

The Director reported that Talking Books circulation and patron count were increasing. Instead of only one full-time employee providing the service, the Library now had one 16-hour employee plus five other employees cross-trained to provide this service. These staff members had received numerous compliments from patrons, including Chet Avery.

Director Dawson reported that despite budget issues at the state level, Alexandria would not lose any money from its originally estimated FY15 State Aid allotment.

The Director reported that the "facelift" in Beatley's children's section was nearly complete and painting had started on the second floor. Staff morale had improved as a result. She reported that she would be meeting with REI, General Services, Mrs. Schloeder, and the Beatley Friends to receive a report of the findings pertaining to the water intrusion study.

Director Dawson reported that ACPS would vacate the first floor of the Burke Branch facility by June 23 and would do final cleanup of their area by early July. She reported that she had sent an email to the City Manager to ask if he planned to put someone else back in the space and he had assured her that as far as he was concerned, no one was slated to go into that space. General Services had requested \$500,000 during the FY15 budget process to reconfigure the area and make it suitable for library services, but the request had been denied. It had included funding for space design. Had the Director seen the request before it was made, she would have asked that the space design funds be requested separately so that perhaps it would have been approved.

Director Dawson reported that the Duncan Branch Friends had nearly completed the first part of their landscaping plan and staff had reported that it was beautiful.

The Director reported that several key positions were currently vacant and we were in the process of recruitment. These included the Central Library Manager, the Communications Officer, and the Fiscal Analyst position.

Mrs. Paul reported that 87.7% of the budget and 75.6% of State Aid funds had been spent. 88.4% of the fines and fees requirement had been met. Director Dawson added that the Office of Management and Budget was aware of the shortage in fines and fees. She noted that since the Library began working with Unique materials recovery agency, many patrons had begun to return their books on time. Other factors in the shortage in fines and fees included the fact that patrons could now renew items 3 times and ebooks have no due date; items are removed automatically from patrons' devices on the due date and therefore incur no fines.

Mrs. Schloeder reported that we had not moved forward with changing the allocations because originally BB&T was slated to attend the June board meeting. Mrs. Schloeder said that she would notify them about the changes.

Ms. Desfosses moved to re-nominate the existing officers of the Alexandria Library Board: Mrs. Schloeder as Chair, Mr. Fitzgerald as Vice Chair, Mrs. Paul as Treasurer, and Mrs. Day-Fuller as Secretary. Mr. Brierre seconded the motion which was approved unanimously.

Ms. Desfosses reported that she had begun research into investment banks, and would continue through the summer. She requested that the Library get an institutional membership to the American Library Association which would assist her in her research.

Director Dawson requested that the Board re-approve the Alexandria Library Internet Policy and Rules. In order to continue to receive eRate funding, an official motion of approval was required. Mrs. Paul moved to approve the policy. Mr. Fitzgerald seconded the motion. Mrs. Desfosses made a motion to amend the motion, requesting that what was underlined in the policy be put in red capital letters. Mr. Brierre seconded the motion to amend the motion. The motion to approve the policy as amended was approved unanimously.

Mr. Fitzgerald motioned that the Library Board authorizes the library director to appoint someone to determine whether or not they can make an exception to unblock the Internet filter for legitimate purposes. Mrs. Paul seconded the motion which was approved unanimously.

Director Dawson reported that the City of Alexandria was implementing a pilot program to allow food trucks in the parking lots of city facilities. The Director had asked City Attorney Karen Snow if the Libraries could be separated out, as the Parks & Recreation facilities and the Schools had been. Unfortunately, the Administrative Regulation had already been approved, without Library input. Therefore, the Library chose to use a model like the Police Department. When the Director pointed out the various parking issues already being experienced at the Burke Branch, Attorney Snow said that we had to provide a legitimate reason not to participate in the program. The Director said that the Library's Needs Assessment findings had indicated that patrons at the Beatley Library would appreciate food on the premises. The Police Department model would allow the Library to give permission to food vendors to do business in the lot. We would be able to prevent access on days on which large programs or extensive use of the parking lot was anticipated. City Council would be approving the food truck Administrative Regulation at its last legislative meeting on June 24. Mr. Fitzgerald stated that the policy seemed to allow the library director to assess the situation when a food truck request was made, and that the Board supported the Director to make that decision. Ms. Desfosses motioned that it was the Library Board's interpretation of the Food Truck Administrative Regulation that the Library Director has the authority to set policies and that the Board urged her to develop the appropriate procedures governing the stationing of food trucks in Library parking lots, and that the Library Board opposes the stationing of food trucks at the Burke Branch. Mr. Fitzgerald seconded the motion which was approved unanimously.

Director Dawson reported that Tamika Jones had asked her if the Library could help staff the Law Library due to the budget cuts it had received in FY15. The Law Library had been approved to receive \$60,000 to staff the library for one year, allowing them time to find funding to continue the service without city support. They proposed that our staff person run the facility from 9am – 2pm with their funding. The Director had asked who the employee would report to, the Library Board or the Law Library board. The Law Library Board would be conducting a survey, through the National Center for State Courts, during the week of June 30. Director Dawson said that Library staff had begun researching options, and had noted that 14 of the 23 law libraries in Virginia had been taken over by their public library. She had sent a list of questions to them, and would share the results as well as options at the September board meeting. Mrs. Desfosses noted that Alexandria Library has so many needs, after listening to the results of the Needs Assessment, and it was difficult to see how we would be able to take over the Law Library. Mr. Fitzgerald added that this board did not want to reorganize for that reason alone, and that we would need to know how much it would cost us and whether we could earn additional funds from this.

Ms. Desfosses moved to adjourn the meeting at 6:00pm. Mrs. Paul seconded the motion which was approved unanimously.