

Prior to the start of the regular board meeting, on Monday, December 15, 2014 at 4:30pm, in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library, Jeremy McPike, Director of General Services, made a presentation to some of the members of the Alexandria Library Board, pertaining to the Library facilities.

Members present were Oscar Fitzgerald, Helen Desfosses, and Gwendolyn Day-Fuller. Library staff present were Director Dawson, Deputy Director DiPilato, and Division Chief of Administrative Services Wesson. Also present from General Services were Deputy Director Titania Cross, the Library's Portfolio Manager Donna Poillucci, and David Fehr.

Mr. McPike discussed the relocation of the Beatley Library cooling tower. He stated that the tower had been moved to improve performance. Based on concerns from the Board and the community regarding the appearance of the cooling tower where it currently stands, the group discussed the options to either move the tower back from the roadway to improve aesthetics versus screening it where it currently stands. Due to the fact that a screen adds additional mass to the tower, the Board preferred the option of moving the tower back from the street 25 feet and leaving it unscreened. Director Dawson noted that General Services had explained to her that moving the tower away from the street would result in the tower being visible from within the library, through the windows in the upper ceiling. The plan had been shared with Al Cox from Planning and Zoning who agreed that this solution was the best one. Director McPike noted that a catwalk would be added which would not be visible from Duke St. Mr. Fitzgerald asked if the cooling tower should remain where it is for some time to be certain that it can properly carry a full load in the summer. Both Mr. McPike and Ms. Poillucci were confident that it will carry a full load and it was not necessary to test it in the summer first. Director Dawson pointed out that moving the cooling tower would require additional funding which General Services did not have. Director McPike added that it would require a tradeoff. He said that not adding a screen would reduce the cost and that it would cost roughly \$90,000 to move the unit. Mr. Fitzgerald said that the Library Board appreciated his efforts to mitigate the issue.

Ms. Desfosses asked Director McPike to speak about the Burke Branch first floor. Director McPike replied that the Capital Improvement Program (CIP) budget had included a submission to renovate the first floor to make it useable for library purposes. The Office of Management and Budget was in the process of reviewing the CIP submissions. He noted, however, that the operating budget had grown, taking capacity away from the CIP budget. Ms. Cross added that the request included the concept design as well as the renovation. Director Dawson stated that the Library would like to take the Needs Assessment and the community needs into consideration in the planning for the space. She added that the Library needs someone with design expertise to assist in shaping the space. Ms. Desfosses stated that she was concerned about whether or not the space would definitely be coming back to the Library.

David Fehr discussed the bio-retention project at the Burke Branch. The project was proposed to begin the last week of January and last through the end of February. He

explained that the new bio retention basin would filter the storm water coming off the roof of the building by allowing the water to soak through organic material before being piped through the storm sewer system. The project would involve rearranging parking spaces but the Library would retain a full 58 spaces. He said that 65% of the funding for the project came from an EPA grant, with the remainder being funded with city funds.

The regular session of the Alexandria Library Board was called to order by Vice Chair Oscar Fitzgerald at 5:04 pm. Members present were O. Fitzgerald, A. Paul, G. Day-Fuller, H. Desfosses, and W. Brierre. Members absent were K. Schloeder and 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, Alexandria resident Trudi Hahn, Library Human Resources Manager Veronica Matthews, and Library City blogger David Rothman.

Mr. Ziegler reported that the Friends had received \$2,090 in memorial donations in honor of Marjorie Beatley, wife of former Mayor Charles E. Beatley, the central library's namesake. He said that he had attended the dedication of the mural in the Beatley children's department and had asked Jenny Burgei, the artist, about the polyurethane cover on the mural. She had informed him that the data sheet did not indicate how long it would last. He then spoke with Beatley Central Library Manager Cindy Thornley about the issue and she said she would follow up and request the information so that it would be on record. Deputy Director DiPilato said that she had previously asked the artist about this, and she had replied that she had created a similar mural in an outside location and it was still in good shape 10 years later. Mr. Ziegler said that the Friends had recommended the placement of protective edging on the columns to protect those paintings. He inquired about a plaque recognizing the contribution from the Friends and the Alexandria Library Foundation. Deputy Director DiPilato replied that a plaque was planned. Mr. Ziegler asked the Board to appoint a liaison to the Friends advocacy group which would meet once a month. The group planned to create an advocacy video and would be meeting with a videographer. He said that the Friends would work with library staff, who have the message, and the Friends would articulate that message.

Mr. Rothman asked the Library Board to pass a resolution to request a materials budget of \$600,000, which would represent \$4 per capita for materials. He noted that Alexandria's per capita budget fell short in comparison to that in other local jurisdictions and that he would like to see Alexandria bring itself up to the national average. Mr. Fitzgerald agreed that books are at the heart of the library and thanked Mr. Rothman for his support.

The Year-To-Date statistics are as follows:

<b>DIVISION</b>	<b>CIRCULATION</b>	<b>CIRCULATION PERCENTAGE INC/DEC</b>	<b>PATRON COUNT</b>	<b>PATRON COUNT PERCENTAGE INC/DEC</b>
<b>BARRETT</b>	77,914	5.62%	55,513	10.03%
<b>BEATLEY</b>	287,156	1.05%	130,069	-8.87%
<b>BURKE</b>	58,786	2.96%	41,783	-8.93%
<b>DUNCAN</b>	144,615	5.77%	68,003	-37.73%
<b>SPECIAL COLLECTIONS</b>	5,192	9.31%	7,069	-11.68%
<b>TALKING BOOKS</b>	3,634	82.70%	998	0.10%
<b>EMATERIALS</b>	45,549	7.33%		
<b>TOTAL</b>	<b>622,846</b>	<b>3.65%</b>	<b>303,435</b>	<b>-15.07%</b>

<b>REGISTERED BORROWERS</b>	140,503	8.40%
<b>EBORROWERS</b>	18,944	21.14%
<b>LIBRARY MATERIALS</b>	504,352	2.95%
<b>LIBRARY WEBSITE VISITS</b>	232,288	37.38%
<b>LIBRARY WEBSITE PAGES USED</b>	2,259,718	17.00%
<b>WIRELESS USERS</b>	19,421	35.35%
<b>MEETING ROOMS</b>	837 Meetings (MONTHLY) \$1,250.00 (YTD)	

**MONTHLY INTERNET COMPUTER  
UTILIZATION:**

	<b>No. of Terminals- Automated Signup</b>	<b>No. of Sessions</b>	<b>Utilization</b>
<b>Barrett</b>	8	1,244	72.44%
<b>Beatley</b>	30	4,652	61.99%
<b>Burke</b>	16	1,587	53.83%
<b>Duncan</b>	9	894	41.00%
<b>TOTAL</b>	<b>63</b>	<b>8,377</b>	<b>58.57%</b>

Ms. Desfosses moved to approve the October 2014 minutes. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson reported that the patron count had decreased by 15% but circulation had increased by 3.65%. Borrowers were up by 8% and e-borrowers were up by 21%. Internet usage remained steady but it was important to note that usage was increasing at the Barrett Library. Wireless usage was up 35% which reflected the fact that not as many people necessarily needed the library's equipment.

Director Dawson reported that the Office of Management and Budget had instructed departments to submit budget submissions with no more than a 3% increase. Personnel costs include potential merit increases; if those increases exceed 3%, Library staff would have to recommend measures to close that gap. The Library's base budget submission was due December 23. The Director noted that if departments bring new programs to the table, they must fund it by shifting funds. For example, the Library is interested in maintaining the security guard at the Barrett Library and increase the materials budget. In order to fund these priorities, the Library needs to figure out a place from which to take the funds or convince the Focus Area Team to fund it with decreases from their budgets. The Director indicated that she would get more information about the CIP budget at an upcoming meeting. She informed the Board that Mark Jinks had been made Acting City Manager with Rashad Young's departure.

The Director reported that the Library was slated to receive a \$5,000 cut to State Aid but the City Manager would determine how the State Aid cuts would be distributed, as part of the total State Aid cut the City is slated to receive.

Director Dawson reported that the Office of Management and Budget had asked that Departments host town hall style meetings to discuss the budget. The Library would host one on January 12 at 7pm. OMB would make a presentation on the overall city fiscal challenges and the Library would do a summary of the Needs Assessment study and demonstrate what the Library would like to do in the perspective of what the city's budget would allow.

Ms. Desfosses reported that she and Mr. Brierre had arranged a meeting with Laura Triggs, currently Deputy City Manager and former Director of Finance. Kathleen Schloeder and Linda Wesson were also present. Ms. Triggs discussed with the group recommended criteria for evaluating banks and recommended sections of the city investment policy which the Library might want to include in its policy. Mr. Brierre reported that he had met with BB&T representative Bob Wilder and Jim Luke via telephone. They would like to make their annual presentation to the Investment Committee. Mr. Fitzgerald suggested that the committee meet with them prior to the February board meeting.

Director Dawson reported that the Library had spent almost 41% of its budget and had spent 59% of the State Aid. The Library had earned \$109,000 of the \$260,000 fines and fees requirement and might end the year with a slight surplus.

Director Dawson said that they had not heard anything new regarding the law library.

The Council approved the law library's request for an increase in fees to be included in the city's legislative packet. Bernie Caton, the City's legislative liaison would keep the Director informed about the outcome.

Ms. Desfosses announced that her term on the Library Board had been renewed and thanked Director Dawson for attending the City Council hearing and attempting to stay long enough to hear the announcement.

Mrs. Paul moved to accept the library audit. Mr. Brierre seconded the motion.

Director Dawson requested to close the Library on Saturday, Independence Day, July 4, noting that surrounding jurisdictions would be closed. Mrs. Paul moved to approve the motion. Mrs. Day-Fuller seconded the motion which was approved unanimously.

The Director also reported that there were discussions taking place within the City regarding a possible closure on Friday, 12/26. Mrs. Day-Fuller motioned to close 12/26. Mrs. Paul seconded the motion which was approved unanimously.

The Director requested that the Board approve the Library's Essential Personnel Policy which had already been reviewed by the City Attorney's office. The policy clarifies the roles of the library's custodians and delivery clerk during emergency events, particularly winter weather events. Mr. Brierre moved to approve the policy. Mrs. Paul seconded the motion which was approved unanimously.

Mrs. Paul moved to have the Library Director investigate the authority of the Library to open and close the libraries on days on which the City was open. Mr. Brierre seconded the motion which was approved unanimously.

Mrs. Paul moved to adjourn the meeting at 6:17 pm. Mr. Brierre seconded the motion which was approved unanimously.