

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, June 15, 2015 at 4:10 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.

The members of the staff present were Director Dawson, Deputy Director DiPilato, and Division Chief of Administrative Services Wesson.

Guests present were Chuck Ziegler, Vice President of Advocacy for the Friends of the Beatley Central Library, Trudy Hahn, citizen, Brack Stovall, Duncan Branch's new Branch Manager, and the Library's Technical Services Manager Lynda Rudd.

Mr. Ziegler reported on recent activities of the Friends of the Beatley Library and informed the board that the Beatley Friends had more than \$24,000 that they intended to spend in support of the Beatley Library. The Friends shared an internal document of talking points that they had prepared to orient new Friends members to the Friends' advocacy goals in support of the Beatley Library. Mr. Ziegler stated that based on the recent water intrusion in May, the Friends argued for rapid implementation of water intrusion remediation at the Beatley Library.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	169,201	6.92%	124,010	9.48%
BEATLEY	604,268	-0.76%	265,589	-6.38%
BURKE	125,263	2.77%	93,044	-0.75%
DUNCAN	306,700	6.24%	179,498	-17.82%
SPECIAL COLLECTIONS	10,511	-1.92%	16,456	-6.09%
TALKING BOOKS	8,389	48.29%	2,342	6.70%
EMATERIALS	111,105	10.08%		
TOTAL	1,335,437	3.12%	680,939	-6.58%

REGISTERED BORROWERS*	109,025	-18.70%
EBORROWERS	20,331	23.23%
LIBRARY MATERIALS**	476,757	3.89%
LIBRARY WEBSITE VISITS	512,672	9.78%
LIBRARY WEBSITE PAGES USED	5,132,876	12.24%
WIRELESS USERS	48,828	20.85%
MEETING ROOMS***	127 Meetings (MONTHLY) \$3,747.50 (YTD)	

*Annual purge of patron records was completed in January 2015, removing patrons without fines who had not used their library cards since 2009.

**The integrated library system database was also cleaned in January 2015, removing items which had been discarded from the system since 2009.

***May Meeting Room Usage data for Duncan Branch was not available at the time this report was produced.

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,087	55.11%
Beatley	30	4,536	47.31%
Burke	16	1,823	49.58%
Duncan	9	999	42.91%
TOTAL	63	9,751	53.65%

Mrs. Paul moved to approve the April 2015 minutes. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson presented the monthly activity report, noting that the patron count continued to be down, but circulation continued to increase. E-borrowers and website visits continued to increase.

Director Dawson thanked Ms. Schloeder, Mr. Fitzgerald, and Ms. Day-Fuller for attending Staff Development Day. She reported that staff survey results indicated that staff valued and appreciated the training provided. She reported that the keynote speaker, Valerie Gross, discussed making changes to the vocabulary libraries use to describe themselves, which will involve broader discussion among the staff and may result in the labels staff give for things such as referring to some events as “classes” rather than “storytimes”. Ms. Gross’ discussion also involved the relabeling of job titles to better align with the work libraries do.

Director Dawson thanked Ms. Desfosses and Mrs. Paul for attending Volunteer Appreciation Day.

Director Dawson gave a facilities update, reporting that Barrett Branch had ~~had~~ minor leaks which General Services had been able to address. The Duncan Branch had pipe-related leaks into the branch manager’s office. Beatley leaked due to recent strong rainfall; areas affected were those previously identified for repairs in the Beatley envelope project, which is not funded until FY17. General Services has been attentive, but the leaks are requiring them to figure out how to make some temporary adjustments until the money comes in the following fiscal year for the full remediation. For example, \$25,000 had been requested in the FY16 CFMP (City Facilities Maintenance Plan??) to be used toward a building assessment of all buildings, but some of it may have to be used for temporary envelope repairs. Burke Branch’s bio-retention project has been completed and Burke also received some upgrades to its HVAC system.

Director Dawson reported that the Library’s new Human Resources Manager, Ross Farley, would begin on June 29.

Director Dawson reported that summer reading programs would focus on summer learning loss and would be focusing on how the library’s partners could help. She noted that the Duncan Foundation should be thanked for providing funding ~~to provide for~~ several programs in the recreation departments this summer. She reported that the Friends of the Libraries were sponsoring teen writing programs. Another teen program supported by For Love of Country Foundation would allow multiple library participants the opportunity to win \$100 each in its

essay contest. To support the writing programs, the library would have an author as well as the city's poet laureate provide presentations.

Ms. Desfosses requested that the Library focus on providing publicity as well as staff training pertaining to its Language Line service, a telephone translation service available to customers.

Mrs. Paul reported that the Library had spent about 88.6% of the budget and 85.4% of State Aid funds. The Library had made \$242,292 of the fines and fees requirement and was expecting to end the year with a small surplus. Director Dawson noted that personnel funds remained a little high because several positions had been left vacant since they were included as vacancy savings for FY16. She also stated that utility savings were significant this year due to the LED lights installed in the library buildings.

Mr. Brierre moved to authorize library staff to carry over any funds which remained unspent at the end of the fiscal year to the following fiscal year.

Ms. Desfosses reported that she, Mr. Brierre, and Division Chief Wesson had met to review the city's investment policy relative to the library's investment policy. The Investment Committee had received several documents from the City's Treasurer, David Clark, with the assistance of Deputy City Manager Laura Triggs. The Investment Committee would consider changes to the library's investment policy based on recommendations they had received. The committee would also consider putting out an RFI (Request for Information) to banks in the area to review possible options for a new investment bank.

Director Dawson reported that library staff had begun interactions with the city's budget office to load the law library funds into the library's budget. She and Ms. Schloeder would be meeting with representatives from the Law Library Board later in the week. She, Ms. DiPilato, and Technical Services Manager Lynda Rudd had visited the Law Library last week to conduct a walk-through and talked with the gentleman who is staffing the room. Since the Library and community had been informed that the Law Library had been closed, staff had originally intended to keep it closed until September in order to properly organize and prepare itself to take over its operations. However, staff discovered that the library had been reopened, so it will remain open so as not to disrupt service and confuse customers any further. The Director reminded the board that the library had informed city officials that Law Library services will be limited, based on the reduced amount of funding the Library received to operate it. Ms. Desfosses and Mr. Fitzgerald expressed concerns that the city needed to provide a commitment to continue funding the Law Library. Director Dawson replied that the budget included a projection for expenses for the next three fiscal years. She added that if the funding were reduced or eliminated, the service would have to be reduced or eliminated as well.

Ms. Schloeder reported that she, Ms. Day-Fuller, and Mrs. Paul would be meeting tomorrow to discuss the director's evaluation.

Ms. Desfosses reported that she and Mr. Brierre recommended that the current officers' positions be extended for the next year. Mr. Brierre seconded the motion which was approved unanimously.

Ms. DiPilato presented the Library's new Volunteer Handbook, created by the Volunteer Coordinator, Samantha Palmieri. The City Attorney had reviewed the handbook and gave library staff kudos on the document, stating that it may be modeled by other city departments. Ms. Schloeder congratulated Ms. Palmieri on the handbook and thanked Ms. DiPilato for her role in creating it. Mrs. Day-Fuller moved to approve the handbook with recommended edits. Ms. Desfosses seconded the motion which was approved unanimously.

Ms. Desfosses informed the board about the USDA Summer program to provide needy children with lunches and snacks at the city's recreation centers. Director Dawson stated that some libraries are participating in the program as well and that the library would look into the program to possibly participate next summer. In the meantime, the library would consider including the program on a page of summer resources on its website.

The Library Board noted and congratulated fellow board member, Allison Silberberg, for her victory as the Democratic Party nominee for mayor of the City of Alexandria.

Mrs. Paul moved to adjourn the meeting at 5:19pm. Mr. Brierre seconded the motion which was approved unanimously.