

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, June 20, 2016 at 4:03 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, H. Desfosses, G. Day-Fuller, W. Brierre, W. Bailey, and F. Fannon. Member absent was O. Fitzgerald (excused).

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 of the Beatley Friends, Library Communications Officer Anton Murray, Library Human Resources Manager Ross Farley, and Technical Services Manager Lynda Rudd.

Deputy Director DiPilato introduced Brandon Masuriak, the Library's new Emerging Technology Manager.

Mr. Ziegler reported that the Friends of Beatley Library were planning to support SummerQuest, All Alexandria Reads, Beatley's Fall Festival, Children's Area funding, various programs, a camera for the meeting room, and a purchase of travel books. Planned donations totaled \$34,018.

Communications Officer Murray made a presentation regarding the marketing and branding plan, including the introduction of the Library's new proposed logo.

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>
Barrett	178,995	5.79%	80,909	-21.60%
Beatley	595,707	-1.42%	288,095	8.47%
Burke	104,581	-16.51%	78,845	-15.26%
Duncan	297,098	-3.13%	141,498	-21.17%
Special Collections	11,746	0.93%	17,935	8.99%
Talking Books	6,676	-20.42%	2,127	-9.18%
Law Library			1,957	N/A
Ematerials	142,012	27.82%		
<b>TOTAL</b>	<b>1,336,815</b>	<b>0.02%</b>	<b>611,366</b>	<b>-7.39%</b>

<b>Registered Borrowers***</b>	102,781	-5.73%
<b>EBorrowers</b>	23,469	15.43%
<b>Library Materials</b>	480,408	0.77%
<b>Library Website Visits</b>	533,781	4.12%
<b>Library Website Pages Used</b>	5,335,780	3.95%
<b>Wireless Users</b>	62,863	28.74%
<b>Passports (# Processed)</b>	717	

\*\*\*Reduction due to annual purge of patron database.

**MONTHLY INTERNET COMPUTER UTILIZATION:**

	<b>No. of Terminals- Automated Signup</b>	<b>No. of Sessions</b>	<b>Utilization</b>
<b>Barrett</b>	8	965	41.81%
<b>Beatley</b>	30	4,112	41.31%
<b>Burke</b>	16	1,562	39.82%
<b>Duncan</b>	9	1,120	42.51%
<b>TOTAL</b>	<b>63</b>	<b>7,759</b>	<b>53.65%</b>

Mr. Brierre moved to approve the April 2016 minutes. Mr. Bailey seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report, noting that there were no significant changes. The number of processed passports continued to be impressive, with 4,787 processed.

Director Dawson reported that she and Deputy Director DiPilato would attend the American Libraries Association Conference and she had attended the Virginia Public Library Director’s Association retreat. She is the regional representative to VPDLA for Northern Virginia.

The Library budget for FY17 was approved to be \$7.4 million, a 3.5% increase. Some positions were eliminated in the approved budget. One eliminated position, a full-time Library Assistant at the Barrett Library would not have been offered as a vacancy savings if the Director had known that it would be eliminated. The Library received an \$8,500 addition to the library materials budget for FY17.

The Library received \$79,000 to expand Sunday service to the Barrett, Burke, and Duncan Branches. Sunday staff had been hired and would receive training prior to the July 10 start date.

Passport service would begin at the Barrett Branch in September 2016.

The estate of Library Board member Anne Paul donated the Stabler Secretary. Mr. Stabler was one of the library’s first librarians. The Library will lend it to the Office of Historic Alexandria and it will be displayed at Lloyd House, where the secretary once sat.

Director Dawson, Deputy Director DiPilato, and Human Resources Manager Farley, along with Director of the Office of Historic Alexandria Lance Mallamo, had interviewed candidates for the Local History/Special Collections Manager position.

Beatley's cooling tower had been moved and the Burke Branch new roof was almost complete.

Director Dawson and Deputy Director DiPilato met with ACPS. ACPS would conduct a math learning loss program over the summer to maintain students' math skills, and would promote the library's SummerQuest program which assists children in preventing summer reading loss.

Mrs. Desfosses presented the Treasurer's report. She noted that financial information is in compliance with GAAP and effective internal controls are based on the Integrated Framework issued by COSO. She reported that as of May 31, at 91.7% through the fiscal year, the Library had expended 91.6% of the budget, and made \$391,623, or 143.6%, of the fines and fees requirement. She noted that some of that money came from the passport service at the Beatley Library. Some of the extra funds would be used to allow for the expansion of the service to the Barrett Branch, and to provide for a dedicated passport processing area at the Beatley Library. She moved to carry over any funds at the end of the fiscal year. Mr. Bailey seconded the motion which was approved unanimously.

Mr. Brierre reported that Susan Cassidy from BB&T had met with the Investment Committee and had recommended that the Library consider revising the investment policies. She also recommended that the Library Board and senior library staff take Executive Fiduciary training. The Investment Committee would meet with Ms. Cassidy to discuss this further.

Mr. Brierre reported that for the three months from January to March 2016, the portfolio performance was 1.35%, somewhat less than the benchmark which was 2.29% of portfolio performance. For the fiscal year to date, the total portfolio performance was - 0.04%, less than the benchmark of 1.53%.

Ms. Schloeder reported that the Director's Evaluation Committee would meet in the coming weeks to prepare the Director's annual evaluation.

Mr. Fannon nominated the following slate of officers: Ms. Schloeder as Chair, Mr. Fitzgerald as Vice Chair, Ms. Desfosses as Treasurer, and Ms. Day-Fuller as Secretary. Mr. Bailey seconded the motion which was approved unanimously.

At 5:00pm, Ms. Day-Fuller moved to go into executive session to discuss a personnel matter. Ms. Desfosses seconded the motion which was approved unanimously.

Ms. Day-Fuller moved to reconvene in open session at 5:20pm. Ms. Desfosses seconded the motion which was approved unanimously.

Ms. Day-Fuller moved to adjourn the meeting at 5:20pm. Mr. Brierre seconded the motion which was approved unanimously.