

## Library Board Minutes

September 16, 2019

Location: Charles E. Beatley, Jr. Central Library, Dickman Board Room

Present: Kathleen Schloeder, Oscar Fitzgerald, Helen Desfosses, Trudi Hahn, Elizabeth Bennett-Parker, Patricia Rogers, Robert Ray IV, Director Dawson, Division Chief/Administrative Services Wesson

Guests: Chuck Ziegler, Friends of Beatley Central Library

The meeting was called to order at 4:02pm.

### Public Comments

Chuck Ziegler, of the Friends of Beatley Central Library, reported that total membership of the Beatley Friends group was 179, including 9 Lifetime members. As of August 30, the net funds available was \$105,416. The Fall Book Sale would be September 17-22, with an effort to get sponsorships of \$150 per genre, as well as corporate and individual sponsors. Speaking as a member of the public and not as a Friends representative, Mr. Ziegler added that he remained concerned about the continuing leaks in the Beatley Library.

The meeting was temporarily recessed at 4:07pm and reconvened at 4:30pm.

### Approval of minutes

A motion to approve the June 2019 minutes of the Library Board meeting was made by Ms. Bennett-Parker and was seconded by Ms. Desfosses. The motion carried.

A motion to approve the June 2019 minutes of the BB&T Presentation meeting was made by Ms. Rogers and was seconded by Ms. Desfosses. The motion carried.

### Director's Report

Director Dawson reported that the patron count was down by 8 ½ %, but circulation remained flat. Circulation of ebooks, however, was up 22%. Registered borrowers were up 7.2%, and e-borrowers were up 19.52%. Website visits are up 62.8%. The Digital Services Librarian explained that the new website, Communico, which went live in January 2019 allows the Library to expand the website beyond Enterprise, the old site, which contributes to the increase in usage. There continues to be a decrease in the collection size due to the extensive weeding taking place to ready us for RFID. Over 450 passports were processed in August, worth about \$16,000. The Library participated in Citizenship Day, marketing its passport service to the new citizens, who became eligible to apply for a U.S. passport. In August, 35 exams were proctored, valued at \$1400.

The Director reported that thus far, for the FY21 budget process, the Library had completed a review of the Performance Based budget and its personnel budget, as well as completed Capital Improvement budget requests. Budget requests related to facilities issues are submitted through General Services and technology needs are submitted through the City's IT Department. The Library asked for funding for

wayfinding signage, which was submitted through the City facilities maintenance project (CFMP) budget. The Library also submitted a request for funding for replacement of RFID and Comprise equipment to prepare for end of life of the equipment. A CIP request was also submitted on behalf of Local History/Special Collections which included the purchase of a Digital Access Management System (DAMS).

Director Dawson reported that REI had been selected to do the Beatley envelope project and that she had met with General Services and REI two weeks ago to initiate the project. She reminded the Board that REI was the company which did the water intrusion study paid for by the Beatley Friends. Director Dawson, and Ms. Wesson, along with Central Library Manager Samantha Palmieri had walked through the building with the REI staff to review the areas where leaks occur. A project schedule had been provided to allow Library staff to ensure that work does not interfere with library service. In October, REI will begin measuring the windows so that they can be ordered and manufactured, with installation in the spring.

Director Dawson reported that she had received a verbal commitment from the City Manager in May that he instructed OMB to put \$75K aside so that we could move forward with the design study for the Burke Branch first floor. An Advanced Funding Authorization request was submitted and since the amount is less than a certain threshold, the Library does not have to go through an RFP process. Once Council approves the funding, then we can move forward.

The Director announced that Pat Pasqual had worked with Ross Farley to go after a Virginia Risk Sharing Association grant, and we were successful in getting the funds to purchase a second defibrillator for the system. A decision will be made about which location will be the best location to place it.

The Director reported that SummerQuest had come to an end, as had For Love of Country (FLOC). Staff were still seeking two more judges for reviewing the essay and poem submissions. The award ceremony will be Sunday, October 20 at 1:30pm. She applauded the staff's efforts at recognizing Constitution Week. The Library branches each had copies of the preamble, posters, pocket Constitutions, and an interactive display at Beatley on which viewers could sign their names, as if they were signers of the Constitution. She added that she would attend City Council's Constitution Week event.

Director Dawson reported that she was still waiting for permission to post the Deputy Director position. The Human Resources Director, Shawnda Howard, had asked for one more week to respond. Several Board members expressed dismay and concern and asked how they could help to move the process along. The Director explained that the Library's HR Manager, Ross Farley, had been concerned that the Deputy Director position was at a lower level than other City deputies. Previously, a request for an increase in grade level for Renee DiPilato had been approved. The Library had planned to have the position filled by October, but since the position hasn't been posted, it likely won't be filled until at least late November or December. The Director stated that she intended to post next week if she hadn't heard anything from Ms. Howard.

### Treasurer's Report

Ms. Desfosses stated that the Library was 16.7% through the year, had spent 16.1% of the budget and 62.56% of State Aid funds. The Library made \$77,445 (17.12%) of its requirement of \$442,411.00 in Fines and Fees Revenue. In addition, the Law Library received \$7,331 in filing fees.

### Investment Report

Ms. Desfosses presented the Investment Report. She reported that as of June 28, 2019, the fiscal year to date portfolio performance was 6.55%, slightly higher than the benchmark of 5.79%. The year to date market value of the Library's investment account increased \$58,379 to \$3,121,859.

### Old Business

Ms. Schloeder thanked Mr. Fitzgerald for his work on the annual report. She mentioned her concern regarding the statement that the Board was looking forward to reviewing the finalists selected for the Burke Branch art installation. She noted that it was unclear that the Board had any sway on the decision. Mr. Fitzgerald stated that he had called the City Attorney to determine whether the Board has a say in the decision or not, but the attorney could not give him a definitive answer right away. She thought City Council has the final word on any donation and at that point, the Board could make their thoughts known. Director Dawson stated that Ms. Ruggiero had informed her that when the finalist artists are brought to town, they would meet with the Director and some of the board members. Artists are approved by the task force and then the Commission for the Arts. Ms. Defosses made a motion to accept the annual report with the caveat about that one sentence. If the Library is able to comment on the artists, the statement will be left as is. Ms. Rogers seconded the motion. The motion carried.

Ms. Schloeder stated that the Director's evaluation had been completed and as always, the Board felt that the Director had done a terrific job.

### New Business

Director Dawson stated that the City Manager had asked Boards and Commissions for their budget priorities for the organizations they serve. Ms. Hahn made a motion to submit the following as the Board's priorities. Ms. Rogers seconded the motion. The motion carried.

<b>Goal</b>	<b>5 Year Plan Priority</b>	<b>City Manager's FY20 Pillar of Focus</b>
Burke 1 <sup>st</sup> Floor	Community Hub Support for learners of all ages	Equitable, Smart
Increase Collections	Library Collections	Equitable, Smart, Green
Beatley Envelope, parking lot, and cameras	Community Hub	Safe & resilient community
Conservation of Local History/Special Collections materials	Library Collections	Equitable, Smart, Green
Pop-Up Vehicle	Community Relations, Marketing and Branding	Equitable, Smart, Green

Ms. Schloeder appointed Robert Ray as Investment Committee Chair.

A motion to adjourn at 5:47pm was made by Ms. Rogers and seconded by Ms. Desfosses. The motion carried.