

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, September 15, 2014 at 4:08 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 Tina McPherson, Library Communications Officer, Veronica Matthews, HR Manager, Gracie Hargrove, Fiscal Analyst, Laura Triggs, Deputy City Manager, David Rothmann, Chuck Ziegler, Vice President of the Friends of the Beatley Central Library, and Beatley Friends member Dave Letizia.

Mr. David Rothmann requested that the Library consider applying for a grant from the Knight Foundation to provide an ebook book club to customers. Director Dawson expressed concern about the deadline and the narrow focus of the grant. Ms. Schloeder suggested that Mr. Rothmann submit a proposal to the Library Director for formal consideration.

Mr. Ziegler stated that after Eileen Bradley had stepped down as president of the Friends of Beatley Library, no one had yet stepped up to take her place. Remaining Friends members had divided the duties which Ms. Bradley had overseen. He provided a list of which Friends would be taking on the different roles and responsibilities.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	32,636	-1.89%	22,651	11.77%
BEATLEY	119,552	-6.88%	52,953	-4.29%
BURKE	23,579	-6.83%	16,277	-10.90%
DUNCAN	60,331	-1.63%	35,322	34.03%
SPECIAL COLLECTIONS	2,311	20.36%	2,405	-29.22%
TALKING BOOKS	1,719	-19.93%	365	-11.41%
EMATERIALS	21,117	17.36%		
TOTAL	261,245	-3.37%	129,973	4.80%

REGISTERED BORROWERS	137,059	8.59%
EBORROWERS	18,242	23.23%
LIBRARY MATERIALS	518,503	3.89%
LIBRARY WEBSITE VISITS	97,257	9.78%
LIBRARY WEBSITE PAGES USED	919,138	12.24%
WIRELESS USERS	6,613	20.85%

MEETING ROOMS	284 Meetings (MONTHLY) \$495.00 (YTD)	
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MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals-Automated Signup	No. of Sessions	Utilization
Barrett	8	1,645	74.41%
Beatley	30	5,553	56.92%
Burke	16	1,829	46.80%
Duncan	9	1,057	42.78%
TOTAL	63	9,751	54.81%

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

Ms. Schloeder congratulated the Alexandria Library Sit-In Committee under the direction of Director Dawson for the year-long series of events associated with the commemoration of the 1939 Alexandria Library Sit-In at the Barrett Library. She stated that the Board recognized that it took a lot of coordination within the Library and cooperation with outside groups such as the Black History Museum, Lloyd House, the NAACP, and the media to plan the events. She added that the August 21st ceremony was a big success and the historical marker will be a permanent reminder of this important event. It helped raise the profile of the Library among city and state government officials, and our audience. Ms. Desfosses agreed and added that she had not heard elected officials comment with such enthusiasm as they had after this event. She added that everyone was inspired by the wonderful speeches, the glory of the day, and the young children in attendance. Mrs. Paul said that the speeches were very effective and that Dr. Smith's remarks were well-phrased about having participated in the civil rights movement only to return home and discover that he had been drafted to fight for somebody else's freedom. Ms. Schloeder added that the event had received excellent news coverage, appearing in both local newspapers and on all three local TV stations. Mrs. Day-Fuller commented that a friend had seen it on national news as well.

Director Dawson reported that the patron count had increased by 4.8% with large increases at the Barrett and Duncan libraries due to increases in programming. Circulation had decreased, with the largest drops occurring at Beatley and Talking Books, most likely attributable to the construction which had taken place at Beatley. The Burke Branch also experienced a decrease, which may be due to the fact that Alexandria City Public Schools had vacated the building and kindergarten registration was no longer being done on the first floor of the building. While Internet computer usage was low, wireless usage had increased greatly.

Director Dawson reported that the FY16 budget process had begun. She explained that her new liaison to the City was Deputy City Manager Laura Triggs. However, for budgetary purposes, the Library remained in the same Focus Area Team under Deputy City Manager Debra Collins.

Director Dawson reported that the state funding increase to Virginia libraries by 1/2 million dollars would not take place. While The Library of Virginia would be taking a cut, it was still unclear whether individual jurisdictions would. Ms. Triggs added that higher education, state agencies, and aid to localities would be affected and the City of Alexandria would take a cut of

about \$600,000. However, she said that it was not likely that the City would have to rescind funds from departments.

Director Dawson reported that the Barrett Library had been experiencing some security issues. In fact, the Mayor had received an email from a resident about the issue. The Director stated that Library staff track special summary reports that require calling the police. She reminded the board that the 2013 Staff Development Day had a trainer, "Blackbelt Librarian," who presented on library security issues. The trainer had encouraged staff to track nuisance incidents as well as those incidents which require police intervention. As a result, staff have become more cognizant of possible security issues. The Library had been planning to ask for a security guard for the Barrett Library. At the present, the Burke Branch is the only location with one. In addition, Library Administration would be providing additional training and would continue to stay in touch with Barrett Library staff. The Director stressed that Library Administration does not take security and safety issues lightly. Ms. Desfosses suggested that the Library staff work with local social service organizations to coordinate efforts regarding the homeless population. Mrs. Day-Fuller asked if we knew the numbers of that population we receive as customers. Director Dawson replied that the Library does not track numbers of visitors by type. She added that the Library is a warming and cooling center. Mr. Fitzgerald commented that it was a difficult situation; homeless residents are encouraged by social service agencies to go to the Library during the day, and we should want to welcome them, we don't want to discourage them from going to the library.

Director Dawson reported that the Beatley Library painting and carpeting was almost complete. She said that she owed General Services an apology because she had merged the terms boiler and cooler in her discussions about the building work. She had received an email in April 2014 that the boiler was going to be replaced, and that the cooler was being moved. General Services Deputy Director Cross had sent a picture to show where the cooler was going to be moved. Director Dawson would just like to ask that General Services keep the Library informed sooner in the process. Mr. Fitzgerald said that the Beatley Library is the most historically significant building in the City of Alexandria in terms of world class architecture. He added that to have a building designed by Michael Graves in the city is quite spectacular and we need to be good stewards of this building. He said that when looking at the library now, the recently moved cooler on the roof looks like a wart and it negatively affects the appearance of the building. He added that he did not know if the Board would want to encourage the city to move it so that it doesn't show, but he personally felt that it's an insult to this building. He attributed the issue to the fact that General Services did not include Director Dawson in the process. Director Dawson said that the reason the cooler had been moved was so that it would work more efficiently. When she had questioned it, she had been told that a screen would cover it. She was told today what the other two choices for placement were and that General Services assumed that this was the best option. Their argument was that another location would have caused it to be seen from the inside of the library, possibly creating a shadow inside the building. Ms. Schloeder asked if it could still be moved. Ms. Triggs replied that part of the reason the Library was in her portfolio was to coordinate the issues between the Library and General Services. She meets with General Services Director Jeremy McPike every two weeks, and one of the things on the agenda at every meeting are Library issues. She added that General Services was getting quotes to see how much it would cost to move the chiller. Mr. Fitzgerald said the overall Library Board opinion was that the current placement of the cooling tower has an egregious effect on the look of the building and if at all possible request that it be moved. He also asked that the Library Board and the Director be consulted as to its location.

Ms. Desfosses asked whether there was another leak at Beatley Library this summer. Director

Dawson replied that there had been an issue with internal gutters, which was not related to the previous water infiltration repairs that had been done. However, this issue would be addressed as General Services works through the recommendations in the REI report. She thanked the Beatley Friends once again for paying for that report.

Director Dawson reported that for the Burke Branch bio-retention project, General Services did not have to rebid it; the project was about to move forward under the direction of the Department of Project Implementation, who would be meeting with Library staff this week. She also reported that Deputy Director Dipilato had submitted a CIP request asking for design money for the redesign of Burke Branch's first floor. The Library knows certain projects and services it would like to provide, but need someone to assist in the design. Ms. Triggs said that the City is looking to fund things over a ten year period, planning long-range. Ms. Desfosses said that there is a political dimension to the Burke Branch Library in terms of what happens in that library, and the West End has felt very aggrieved. Ms. Triggs replied that it is important to include that statement in the budget process. Ms. Schloeder added that it could tie into the Beauregard Small Area Plan, which could result in more density and hopefully more patrons for the Burke library.

Mrs. Paul reported that the Library was 17% through the new fiscal year, with 13.5% of the budget and 32.7% of State Aid spent. It was noted that workers compensation, which was already 100% spent, had been budgeted for the first time in FY14, and that the FY15 budget had been based on recent expenses. Director Dawson noted that the Library has a safety committee with representatives from each facility, who regularly use a checklist to look for potential safety issues, to help prevent accidents.

Ms. Desfosses reported that the Library Board had adopted its new investment policy which was forwarded by Ms. Schloeder to BB&T over the summer. BB&T year to date performance was - 0.85%, a slightly bigger decrease than the benchmark of -0.56%. The Asset Class Review Report, which reviews the period from 1991 to 2014, showed that portfolio performance was 6.8% compared to the benchmark of 7.24%. The Investment Committee would be looking at other banks in Alexandria City which include national, regional, and local banks. The Investment Committee would consider whether the Library needs an investment bank of national scope. The Library had done well with BB&T and the question is whether the Library should remain with them or whether it could do better with another bank. Ms. Desfosses said that the Investment Committee would consider whether the Library can improve on current and previous service in any way, return issues, proactivity, attention to our needs, and anything else the board would like to suggest for evaluative criteria. Ms. Schloeder reiterated that the Library had not been at all unhappy with the returns and service from BB&T but we have not visited this issue in 15 years, and the Library Board thought it would be proper to review this. Ms. Desfosses stated that Mrs. Paul would stay on the committee and Mr. Brierre had agreed to serve as co-chair. Ms. Triggs stated that the Library could ride the City's contract and that joining the Virginia Municipal League was a possibility. She also said that the City has a pension investment board and that the investment advisor would be happy to talk with the Library Board. She noted that BB&T was more "high touch" than many other banks you might consider. Mr. Fitzgerald stated that the investment management fees are based on how big the contract is, and our fees might be lower as a result if the Library were to ride the city's contract.

Ms. Schloeder thanked Mr. Fitzgerald for writing the annual report. Mrs. Paul moved to accept the annual report as amended. Mrs. Day-Fuller seconded the motion which was approved unanimously.

Director Dawson reported that the Law Library had been working with a consultant who was

preparing options for that library to continue service. She added that she was aware that there are 23 law libraries in Virginia and 14 of them are run by public libraries. She had been gathering information from those libraries to ask how they are staffed, where they are located, and other information which she would provide to the Library Board. The final consultant report is expected in October.

Director Dawson reported that the consultant working on the Library's Needs Assessment, Nancy Davis of the Ivy Group, along with Library staff, had been conducting extensive research and data collection, resulting in seven priority areas upon which the Library should focus. Library staff was working on an action plan, examining each of the priorities, and creating goals and objectives for each area. Ultimately, this information will be used to create the Library's new Five Year Plan. Director Dawson and Deputy Director DiPilato would be presenting the summary results to various community leaders and agencies, gathering additional input. The Library planned to have the process finalized in February 2015. Following a discussion about prioritization of the seven priority areas, Mr. Fitzgerald and Ms. Desfosses requested that the goal pertaining to materials be considered as the first priority. Director Dawson said that she had supported placement of learning for all ages as the first priority. The discussion then turned to Priority Seven: Fundraising and Advocacy. Director Dawson said that many library foundations engage in fundraising and that this may require the board of the Library Foundation to do strategic planning in regards to fundraising. She added that she would ask the organizations to which they present the findings for their input on this. Ms. Schloeder requested that all board members refer to pages 21 and 22 of the Ivy Group's report, regarding the role of the board in terms of fundraising. Mr. Fitzgerald said that he was curious to know how much money is raised by other fundraising library boards. Director Dawson said that she would ask members of the Urban Library Council for that information.

Ms. Schloeder announced that Vice Mayor Silberberg had requested that the Library Board consider moving its board meetings to 6pm. After discussion, Ms. Desfosses motioned to change the Library Board meeting time to 5pm and when there would be meetings of the Alexandria Library Foundation and the James M. Duncan, Jr. Library Foundation, those two meetings would be held at 4pm. Mr. Brierre seconded the motion. The motion passed with four members supporting it and two members opposed.

Ms. Schloeder reported that the Director's evaluation had been completed and submitted in early July by the evaluation committee, consisting of Mrs. Paul, Ms. Schloeder, and Mrs. Day-Fuller.

At 6:05pm, Mr. Fitzgerald moved that the Library Board convene in closed executive session, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, for the purpose of discussion and consideration of a personnel matter.. Mrs. Paul seconded the motion which was approved unanimously.

At 6:30pm, Mr. Fitzgerald moved that the board adopt the resolution previously circulated to the Board:

WHEREAS, the Library Board has this 15th day of September, 2014 recessed into closed executive session pursuant to a motion made and adopted in accordance with the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed executive session was conducted in accordance with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Library Board does hereby certify that, to the best of each member's knowledge, only public business matters that were identified in the motion by which the closed executive session was convened, and that are lawfully exempted by the Freedom of Information Act from the Act's open meeting requirements, were heard, discussed or considered by the board during the closed executive session.

Mr. Fitzgerald moved to adjourn the meeting at 6:30pm. Mrs. Paul seconded the motion which was approved unanimously.