

## Library Board Minutes

June 18, 2018

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

Present: Kathleen Schloeder, Helen Desfosses, Trudi Hahn, Frank Fannon, Patricia Rogers, Deputy Director DiPilato, Division Chief/Administrative Services Wesson

Excused: Oscar Fitzgerald

Unexcused: Councilman Willie Bailey

The meeting was called to order at 4:00pm

### Public Comments

Chuck Ziegler, Vice President, Friends of Beatley Central Library, reported that the Beatley Friends website had been improved. The Beatley Friends had provided \$14,000 for new meeting room chairs and associated storage racks. The balance of committed funds was \$53,268 and uncommitted funds was \$91,903. The Friends had authorized expenditure of no more than \$40,000 for alterations to Beatley's compact shelving which would change it from an automated turning system to a manual one. Mr. Ziegler announced a book fair to be held at the Potomac Yard Barnes & Noble on June 23.

Ms. Schloeder thanked the Beatley Friends for purchasing the new meeting room chairs.

### Approval of minutes

A motion to approve the April minutes was made by Ms. Desfosses and seconded by Mr. Fannon. The motion carried.

### Director's Report

Deputy Director DiPilato welcomed new board member Patricia Rogers. She presented the Director's report, noting that on May 3, City Council had approved the Library's operating budget in the amount of \$7,746,729. The budget included contingency funding for a new pop-up outreach vehicle.

The Deputy Director reported that the overall patron count was up by just over 5% and the number of cardholders was up, while circulation was down slightly.

In May the Library held its annual staff training day; the evaluations showed that staff members had a wonderful day. She thanked the board members who were able to attend and for the board's overall support of the annual training.

Also in May, as part of its diversity efforts, the Library highlighted Asian Pacific American Heritage Month, with a number of programs related to this theme.

A new service debuted in May – wireless printing service. It has been extremely popular and customers are pleased.

Staff have been gearing up for summer reading, with a wonderful calendar of events from infants to teens. The Library has also continued to offer its summer reading program for adults.

Diana Price, Beatley's Youth Services Manager, was recognized with a Champions of Children award for her dedication to serving youth in Alexandria.

Deputy Director DiPilato thanked the Beatley Friends for the updated chairs that are more comfortable and easier to store.

Regarding the public art project at the Burke Branch, a meeting was rescheduled for June 28. The task force had been formed, and includes Burke Branch Manager Kyle Maier, Board Chair Kathleen Schloeder, Deputy Director DiPilato as an ex officio member, and three community members.

The Local History Friends were scheduled to have their annual meeting this evening. The Library was preparing to bring the Stabler Secretary, donated by Anne Paul, back to Local History from the Office of Historic Alexandria.

Director Dawson and Deputy Director DiPilato, along with several other staff members, would be attending the American Library Association Conference in New Orleans June 21-27.

The Library's All Alexandria Reads programs did very well, particularly those that involved animals. In partnership with ACPS, the Library had the *Sergeant Stubby* author do a very informative presentation.

The Library was preparing to begin tagging its items with RFID tags, by doing some significant weeding. The weeded items are given to Discover Books which gives them to needy folks; others are recycled. The Library receives a small monetary amount for these items.

#### Treasurer's Report

Ms. Desfosses reported that we had spent 95% of the budget, 83% of State Aid funds, and have made 95% of its fines and fees requirement. In addition, the Law Library has received \$12,707 in filing fees. OMB had been contacted for assistance in making up the shortfall in filing fees, in order to pay the fiscal year's remaining Law Library invoices.

#### Investment Report

Ms. Desfosses reported that as of April 30, 2018, the fiscal year to date portfolio performance was 6.47%, somewhat higher than the benchmark of 5.22%. Over the last twelve months, the account performance was at 8.06% compared to the benchmark of 5.89%.

#### Old Business

Deputy Director DiPilato reported that the Pop-Up Library Outreach Vehicle had been approved in the FY19 Budget. A committee had been formed, with staff from throughout the library system who are particularly engaged in outreach. The committee will assist in the decision about which vehicle to purchase, as well as how to outfit the vehicle. Over the last few months, the Library had received additional information about similar vehicles at other libraries. Division Chief/Administrative Services

Wesson had been in touch with the City's Fleet Services to discuss the vehicle purchase. We anticipate having the vehicle ready for next spring's outreach efforts.

Ms. Schloeder reported that the Director's evaluation team would be meeting with the Director soon to complete her annual evaluation.

Ms. Desfosses moved to elect Ms. Schloeder as Chair, Mr. Fitzgerald as Vice Chair, Ms. Desfosses as Treasurer, and Ms. Hahn as Secretary. Mr. Fannon seconded the motion. The motion carried.

Ms. Schloeder reported that she had requested a meeting with City Manager Mark Jinks to receive a firm commitment that the library would indeed be given the first floor of the Burke Branch building. Deputy City Manager and Library Liaison Debra Collins was also present at the meeting. Ms. Schloeder noted that she had laid out the Library Board's frustrations with the fact that it has been four years since ACPS moved out of the Burke Branch building. She explained to Jinks that the Board realizes that it's been put on hold because of the facilities plan that was supposed to be done in Fall 2018. Jinks said the plan would be distributed in late summer or early fall, and would go to City Council in late fall. Ms. Schloeder had asked if there is anything in the current draft that impacted the Burke Branch negatively – and Mr. Jinks had replied that there was not, and that no other agency had asked for or was being recommended for that facility. Ms. Schloeder had asked for a written commitment that the Library would be given the first floor. She also asked for the \$50,000 in design funding to be returned to the Library, as well as the previously requested \$400,000 funding needed for the renovation itself. The advice that she was given by Mr. Jinks was to ask for the \$50,000 in the FY20 CIP budget and the \$400,000 in the FY21 CIP budget. Ms. Schloeder told Mr. Jinks that there might be some backlash from the community due to the fact that the City will be spending more than \$100,000 on the public arts project at Burke but the Library can't get what we need, per the Five Year Plan, on the inside of the building.

### New Business

Deputy Director DiPilato presented a new photography policy. The opt-out policy places the onus on the person filming/photographing to get permissions to use that image. The Library does not want to limit the photography, but to put in some procedures. Ms. Hahn moved to accept the policy pending the city attorney's approval. Ms. Rogers seconded the motion. The motion carried.

Deputy Director DiPilato also presented a revised Meeting Room Policy. It had been about 15 years since the policy was reviewed. The policy changed the reservation period from six months to three months. The residency requirement was removed. It consolidates the individual branch policies into one policy. Rental fees are now going to be standard, rather than different fees for different categories of users. Meeting rooms will be open on Sundays to give people access to use the spaces. Mr. Fannon moved to approve the policy. Ms. Hahn seconded the motion. The motion carried.

A motion to adjourn at 4:56pm was made by Ms. Desfosses and seconded by Mr. Fannon. The motion carried.

Ms. Schloeder resumed the meeting at 5:02pm

A motion to carryover any remaining funds at the end of the fiscal year was made by Ms. Schloeder and seconded by Ms. Desfosses. The motion carried.

A motion to adjourn at 5:05 pm was made by Ms. Rogers and seconded by Mr. Fannon. The motion carried.