

Library Board Minutes

February 21, 2019

Location: Duncan Branch Library, Meeting Room

Present: Kathleen Schloeder, Oscar Fitzgerald, Patricia Rogers, Helen Desfosses, Frank Fannon, Elizabeth Bennett-Parker, Director Dawson, Deputy Director DiPilato, Division Chief/Administrative Services Wesson

Unexcused: Trudi Hahn

Guests: Ross Farley

The meeting was called to order at 4pm.

Public Comments

Chuck Ziegler, Director of Advocacy and Development, Friends of Beatley Central Library, reported on the Beatley Friends' first annual report produced by Cathy McCallum. As of January 31, the total funds on hand were \$117,604 with total budgeted funds of \$40,525. Total membership was 193. Total reported volunteer hours for January were 292.25 valued at \$7,306.25 at \$25 per hours.

Approval of minutes

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

Director's Report

Director Dawson congratulated Ms. Desfosses, Ms. Hahn, and Ms. Schloeder on being reappointed to the Board, and welcomed Vice Mayor Elizabeth Bennett-Parker as the new City Council representative on the Library Board.

The Director reported that the patron count and circulation were both up. Web visits and web pages had also increased. The number of e-borrowers continued to climb.

The Director reported that the Library had embarked on development of a five year technology plan. The plan will address, among other things, the changing technology needs of users. Deputy Director DiPilato and IT Manager Brandon Mosoriak were currently doing one on one interviews with executive leaders, such as a leader in the City of Alexandria IT department and a leader with Alexandria City Public Schools IT.

The Director reported that she had met with all the new City Council members to provide an orientation to the library. Library Administration also conducted a more in-depth orientation for the Vice Mayor.

The Director reported that the Library had numerous programs planned to recognize the Library's 225th Anniversary, as well as the 80th anniversary of the 1939 Sit-In.

For Black History Month, we were invited to join Black History Museum in accepting the City's annual proclamation.

The Director reported that the Beatley envelope project was slated to take place in the spring. The Duncan Branch Manager's office had a significant leak related to an HVAC issue. At the Burke Library, the handicapped door was leaking oil and General Services was working with Stanley/Sonitrol to resolve the issue.

The Director reported that the former Treasurer of the Burke Branch Friends sent a letter to the Director and City Council regarding her concern that the first floor was still vacant. She thought that the Library did not want to make a decision on this, nor did City Council. The Director's response reminded her that it has been a priority for the Library Board. She informed her that we were waiting on a response from the City based on the facilities plan. The City Manager recently informed the Director that the plan had been approved in December. There was not a specific non-library use for Burke in the plan. He did not know what General Services' plan was beyond that, but recommended that Rose meet with Deputy City Manager Debra Collins, the Director of General Services Jeremy McPike, and himself to discuss the situation.

Deputy Director DiPilato reported on the state of the Capital improvement Project (CIP) budget. She noted that the CIP budget addresses infrastructure projects, whether IT or facilities. She stated that CIP budget planning was typically done in the fall. However, this year, she had been informed that the City planned to de-couple the CIP from the operating budget and that departmental submissions would be done in the spring. As she had not received an update regarding the CIP, she contacted the budget office and was informed that OMB had reevaluated the plan to de-couple, and therefore would not be conducting a CIP process until fall 2019. This has resulted in the loss of a complete year of planning and funding. Mr. Fitzgerald asked whether the Library could use the spaces on the Burke first floor as they are now, if we were authorized to do so. Director Dawson replied that Library staff has utilized some of the offices to accommodate changes related to the circulation manager reorganization. The Library also provided an office to the custodian supervisor. General Services' Stephen King had told the Deputy Director that the Library didn't have the right to utilize the space. However, the Director decided that the Library would use some of the offices until, and if, we are asked to leave as a result of facilities plan decisions. She reminded the Board that at a public forum, Ms. Schloeder had asked if the Library would still have the money that was transferred to other uses at the time, to which the City Manager had replied yes. Mr. Fitzgerald said that the Board would like to be officially given the space and use it. The Director responded that she had been hesitant to use the space as is, because that would appear that space planning and renovation funding was not needed anymore.

Treasurer's Report

Ms. Desfosses stated that the Library was 58% through the year, had spent 59.9% of the budget and 72% of State Aid funds. The Library made \$264,417 (59.77%) of its requirement of \$442,411.00 in Fines

and Fees Revenue. In addition, the Law Library received \$75,215 in filing fees. Included in this amount is a one-time transfer of \$63,000 of funds which had not been previously known about, or accessible to, the Library. The Director noted that the funds had been placed in an old Law Library account, used prior to the Library taking over its management. The Library's OMB Budget Analyst discovered the funds.

Investment Report

Mr. Fannon presented the Investment Report. He reported that as of January 31, 2019, the fiscal year to date portfolio performance was -0.24%, nearly equivalent to the benchmark of -0.27%. Over the last twelve months, the account performance was -2.73%, somewhat better than the benchmark of -3.28%. He noted that in January, the market did very well, and the Library's investment account increased \$145,000 from \$2.8 million to \$2.94. Currently, the investment account is at 60% in equities and 38% fixed income. He noted that, unfortunately, December was as bad as January was good and so the Library's account is just above the benchmarks. At the Chair's request the CFO had checked with BB&T about possible staff changes related to the merger. Mr. Fannon added that any overlap comes in staff positions and in banks themselves, as they close some of the banks.

New Business

Director Dawson provided an FY20 budget update. She noted that the City Manager had done his presentation to Council on February 19. The Library had submitted a supplemental request for a security guard at Beatley which the Manager included in his submission. This request had been supported by the police department. The Library had submitted a reduction which eliminated the guards at Barrett and Burke; the Manager did not include this in his submission. The Law Library materials budget increased by \$9000 and the cut of the Westlaw database was not included. The Library Aide reduction was accepted, as well as the Custodian change from one full-time position to three part-time positions. The increase to passport revenues was accepted. The removal of the Pop-up vehicle was not accepted. The City is trying to pilot electric cars, with police and sheriff, and it is possible that the grant that would cover those would also provide the Library with additional funding to purchase an electric Pop-Up vehicle.

Deputy Director DiPilato presented the Library's new Hunger Free brochure, which contains information on where food banks are located in the city. Ms. Desfosses asked about translating library documents into Spanish, Amharic, and Arabic. Director Dawson replied that the Library only translates a few select documents which do not have changing content. For example, when staff redesigned the Welcome Brochure, it was designed so that any content that would change, such as fines, would only be included as an insert. Items like the Summerquest brochure, which is an ephemeral document, are not translated, as it is cost prohibitive. The Library does not have a budget for language translations or printing large numbers of documents.

A motion to adjourn at 5:01pm was made by Mr. Fannon and seconded by Ms. Desfosses. The motion carried.