

Library Board Minutes

June 17, 2019

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

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

Excused: Kathleen Schloeder, Trudi Hahn

Guests: Former Board member Frank Fannon; Chuck Ziegler, Friends of Beatley Central Library; Julie Moller, library science student

The meeting was called to order at 4pm.

Public Comments

Chuck Ziegler, of the Friends of Beatley Central Library, reported that as of May 31, the total funds on hand were \$140,402 with total uncommitted funds of \$96,700. Total membership was 190. The next book sale would be September 17-23, with an effort to get sponsorships of \$150 per genre.

Frank Fannon asked how the library determines what holidays it promotes and advertises for. Director Dawson replied that it falls under her purview. First, the Library follows the City's acknowledgments of celebrations and events based on a list of the City's approved holidays. Second, the Library has an Equity Diversity and Inclusion Committee, which reviews those types of things that are observed nationwide and match up with those people who reside in Alexandria. For example, we recognized the Ethiopian New Year. Third, the staff themselves have some autonomy based on what they hear the community is interested in. Mr. Fitzgerald commented that it seemed that the process is a good one, very even-handed, to which other board members agreed. Mr. Fitzgerald asked the Director to continue to inform the Board as needed.

Approval of minutes

A motion to approve the April minutes as amended was made by Ms. Desfosses and was seconded by Ms. Rogers. Ms. Bennett-Parker and Mr. Ray abstained. The motion carried.

Director's Report

Director Dawson reported that the patron count was slightly down, but circulation, website visits, and the number of eborrowers were up. The number of materials was down due to extensive weeding being conducted in preparation of implementing RFID. Barrett will go live with RFID first. After implementation, staff will be encouraged to conduct inventory, which will be much more efficient with RFID. The Director explained that weeding takes place regularly; for every book that is added, you should be taking something off the shelves. But with RFID, we are taking an extra hard look at the collection to ensure that what was tagged was current, etc. We work with Discover Books, so that discards can be shared with those who need them.

More than 700 passports were processed in May, at a revenue of \$24,955 and proctoring at a revenue of \$1,715. The proctoring cost will increase from \$35 to \$40 in July.

Director Dawson reported that staff had completed the ConnectEd initiative, where every student in ACPS received a library card. Under Deputy Director DiPilato's leadership, staff put together a successful process. Deputy Director DiPilato thanked Ms. Bennett-Parker because some schools were difficult to contact. George Mason Elementary was the first school, and Hammond Junior High School will be the last, completed by end of June.

The Director reported that SummerQuest was underway, and noted that it is our signature reading program, in which Chair Kathleen Schloeder remembers participating as a child in the 1950s. The For Love of Country poetry and essay contest for rising 6th, 7th, and 8th grade students, sponsored by the For Love of Country Foundation, was also underway. Judges for the contest are former teachers and librarians. Last year over 100 children participated.

Ms. Desfosses asked if the Library was providing a food distribution service again this summer. Director Dawson replied that the Library had piloted food distribution, partnering with the Recreation Department, at the Burke Branch last summer. There were only two recipients last year, despite advertising. The Library would not be participating this year.

Director Dawson reported that with the recent downpours, the Beatley Board Room and Story Room had been affected. General Services had some roofers come out to make some fixes. Deputy Director DiPilato was on the selection committee to select the firm that will complete the Beatley Envelope Project, which is to seal up any water intrusion in the building. The selected firm will do an assessment, and will probably start work in the spring. The project will include replacement of windows and parking lot improvements. Director Dawson reported that she met with City Manager Jinks, Assistant City Manager Debra Collins, General Services Director Jeremy McPike, and General Services Deputy Director Donna Poillucci regarding the Burke Branch first floor. The City Manager has approved up to \$75,000 for the space planning; he allowed us to increase the amount from the original \$60,000 to account for price increases since the project was first approved in 2014.

Director Dawson formally thanked Deputy Director Renee Dipilato for her service to Alexandria Library, noting that she had taken a director position in Sarasota, Florida. She noted that Ms. DiPilato was one of the first people she promoted when she came to Alexandria. The Director had initially hired her as Duncan Branch Manager, she subsequently ran the Central Library, and then became Deputy Director. A goodbye celebration would be held on June 25th at 2pm.

Ms. DiPilato said that her departure was very bittersweet, and she thanked Director Dawson and the board and all the wonderful staff. She added that she would forever be grateful for the many opportunities she had in Alexandria. Ms. Desfosses stated that what Ms. Dipilato had contributed to the library has been outstanding, to which Mr. Fitzgerald agreed.

Treasurer's Report

Ms. Desfosses stated that the Library was 91% through the year, had spent 92.5% of the budget and 100% of State Aid funds. The Library made \$447,507 (101.15%) of its requirement of \$442,411.00 in

Fines and Fees Revenue. In addition, the Law Library received \$91,309 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.

Investment Report

Ms. Desfosses presented the Investment Report. She reported that as of March 29, 2019, the fiscal year to date portfolio performance was 3.00%, slightly higher than the benchmark of 2.62%. Over the last twelve months, the account performance was 4.16%, somewhat better than the benchmark of 3.22%.

New Business

Director Dawson noted that Ms. Schloeder had asked for her self-evaluation. The final evaluation will be a little bit late, but not as late as last year.

Ms. Rogers presented the slate of officer nominations: Kathleen Schloeder for Chair, Oscar Fitzgerald for Vice Chair, Helen Desfosses for Treasurer, and Trudi Hahn for Secretary. Ms. Desfosses moved to approve the recommendations of the nomination committee. Ms. Bennett-Parker seconded the motion which was affirmed by acclamation.

Deputy Director DiPilato presented the Security Camera Policy. The new policy had been developed, due to the fact that the Library had installed security cameras in all of its facilities over the past year. The City Attorney has approved the policy. Ms. Desfosses moved to approve the policy, Ms. Bennett-Parker seconded the motion. The motion carried.

Deputy Director DiPilato presented the Bulletin Board Policy, which was a revision to a former policy. It clarified guidelines for review and approval of items. Ms. Rogers moved to approve the policy, Ms. Bennett-Parker seconded the motion. The motion carried.

Deputy Director DiPilato presented the Financial Transactions Policy, which was a revision to the former Cash Register Policy. Ms. Bennett-Parker moved to approve the motion, Ms. Rogers seconded the motion. The motion carried.

Deputy Director DiPilato presented a new Smoking Policy, which had been approved by the City Attorney. She noted that the attorney had modified the policy to say that smoking was discouraged because we cannot prohibit smoking outside the building. Ms. Desfosses moved to approve the policy, Ms. Rogers seconded the motion. The motion carried.

Director Dawson requested approval of carryover funds to fiscal year 2020. Ms. Rogers moved to approve the carryover, Ms. Desfosses seconded the motion. The motion carried.

A motion to adjourn at 5:07pm was made by Ms. Rogers and seconded by Ms. Desfosses. The motion carried.