

## Library Board minutes

October 19, 2020

Present: Kathleen Schloeder, Trudi Hahn, Elizabeth Bennett-Parker, Robert Ray, Patricia Rogers, Director Dawson, Deputy Director Kimberly Knight, Division Chief/Administrative Services Wesson.

Excused: Helen Desfosses, Oscar Fitzgerald

The meeting was called to order at 4:07pm.

Kathleen read COVID statement.

### Director's Report

Director Dawson thanked Library staff for working during difficult times and being creative in their approach to services.

She reported that curbside service began on June 15, 2020. Library buildings reopened on August 17, 2020 with limited building capacity. For the month of September, the patron count was 18,000, which was a good number when considering reduced hours and occupancy. There were 28,000 e-borrowers, with an increase of 295%. Public computers were used an average amount of 60% of availability. No monies were collected in September, since no fines and fees or passport fees were collected. The Constitution programs and Hispanic Heritage programs were very well-attended. Library staff assisted with the Census from Sept. 23 through Oct. 15, encouraging approximately 120 people to complete the census form. The Duncan Library hosted Beth Patridge's family and friends at the dedication of the meeting room in her honor. The Library assisted in a partnership with Neighborhood Health by hosting a COVID testing event at the Burke Branch. The Office of the Arts will be placing signs at the Burke Branch in October to announce the gathering of community input for the Project One Studio public art project. Director Dawson announced that the Division Chief of Administrative Services position had been posted, and over 100 applications had been received, which were narrowed to six highly qualified candidates. The Library would conduct interviews, with the assistance of someone from the Office of Management and Budget on the interview panel. The Director stated that she hoped to bring a new employee on board to shadow Linda Wesson for at least one month.

### New Business

Director Dawson presented the FY20 Audit, noting that it was a clean audit with no findings. Mr. Ray stated that it reflected positively on the professionalism of the administrative staff. Mr. Fitzgerald moved to accept the report. Mr. Ray seconded the motion. The motion passed.

Director Dawson recommended to close Beatley Library to customers on Election Day, November 3. The Beatley staff who would have normally worked that day would be reassigned to open the Barrett and Burke Branch libraries, which would normally be closed that day. All virtual activity would also continue as normal. Ms. Bennett-Parker moved approval of the recommendation. Ms. Hahn seconded the motion. The motion passed.

## Old Business

Director Dawson reported that in development of the FY22 budget, each City of Alexandria department had been asked to submit, by October 23, reduction options equivalent to 10% of their FY21 budget, which for the Library is \$717,597. Budget reductions took into consideration the ratings from the Priority Based Budgeting (PBB); those programs with lower PBB rankings were examined for possible reductions or efficiencies. Library Administration also took into account whether or not someone else could perform the service or function, whether or not the item had political ramifications, and whether it related to revenue production.

The FY22 budget reductions presented were:

<b>Reduction</b>	<b>Reduction \$ Amount</b>
Cut Sunday service for all branches for FY22	78,160
Hold several positions vacant during FY22	335,119
Lay off all library pages during FY22	181,570
Reduce Law Library materials	28,694
Eliminate Library Assistant I, .5 FTE, AD	20,691
Temporarily Eliminate Security Guards	72,633
<b>Total Reduction</b>	<b>716,867</b>

Director Dawson reminded the Board that they had instructed Library Administration a couple of years ago not to take further cuts to the materials budget after taking them for several years in a row.

Director Dawson noted that the Library was on track to spend what is budgeted during this fiscal year. It was noted, however, that the fines and fees requirement was affected due to the inability thus far in the fiscal year to take in passport fees. In addition, the Library had forgiven fines during an amnesty period after reopening its doors to the public. Director Dawson pointed out that the Library was saving a significant amount of money on those vacant positions which are frozen and some small savings were achieved in utility expenditures. But all staff were paid throughout the closures, so there were no real savings in that respect. The Library would need to request to reallocate personnel savings if it runs short on non-personnel funds.

After discussion in which several board members expressed displeasure with the cut related to Sunday services, Ms. Hahn moved to approve the Library's FY22 budget reduction recommendations. Ms. Rogers seconded the motion. Ms. Bennett-Parker abstained. The motion carried. Ms. Schloeder stated

that she would write a cover letter to express the Board's dissatisfaction with the cut related to Sunday services and strongly urge the City Manager and the City Council to at least keep Beatley Library open, and preferably to keep all branches open on Sundays.

Mr. Fitzgerald moved to accept the proposed budget submission which will be accompanied by a letter from the Board Chair to request maintaining Sunday service. Mr. Ray seconded the motion. Ms. Bennett-Parker abstained. The motion carried.

#### Public Comments

Chuck Ziegler, of the Beatley Friends group, reported that Beatley Friends volunteer hours for September were only 16, valued at \$400. They made \$745 in online book sales. The Beatley Friends total current assets was \$159,119.45, an increase of \$611.27 from August. Membership as of September 30 was 68 plus 10 life memberships. Lack of book sales contributed to a decline in membership and those which expired had not all been renewed.

A motion to adjourn at 5:00pm was made by Ms. Hahn and seconded by Mr. Fitzgerald. The motion carried.