

Library Board Minutes

October 15, 2018

Location: Kate Waller Barrett Branch Library, Local History

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

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 had committed \$106,170 as of September 30 toward projects for the Beatley Library, including \$31,482 for upgrades to the compact shelving. There were \$96,027 in uncommitted funds. The Fall Book Sale had raised \$24,158 before funds from sale of the remainders, the largest total to date.

City Council candidate, Canek Aguirre was also in attendance.

Approval of minutes

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

Board Chair Report

Ms. Schloeder reminded the Board that she had met with City Manager Mark Jinks in July about the Burke Branch first floor. On September 6, she sent him an email saying that she had not heard anything about either the first floor or the City's facilities report which she had been told would be completed this fall. At the time of the September board meeting, he had not responded. She had now received a reply in which Mr. Jinks said "I have checked and the Facilities Master Plan is entering its final stages, so I expect it to be completed in the coming months ahead." Director Dawson added that General Services Director Jeremy McPike did a presentation of the final Facilities Master Plan at the September City Manager's Department Heads meeting. He shared that he hoped to roll it out for public comment by January. The report covers the properties that are owned and leased, and what the projected needs and demands are for the upcoming years. The City has already started acting on some of the consultant's suggestions and recommendations, even though they are not out for review yet. For example, the Department of Community and Human Services is looking to put its various services in one location like it is in other jurisdictions. The Director expressed hope that input from the public will allow the City to make adjustments to the priority of certain projects, and that it will provide clearer recommendations regarding Burke's first floor.

Director's Report

Director Dawson reported that patron count, circulation, eborrowers, website pages and web users continue to increase.

The Director provided information on the City's insurance. The City of Alexandria is self-insured. They recently had a significant loss which depleted the fund. Both the City's Risk Manager, Cassandra

Menefee, and the Library's insurance consultant, Sam Rosenthal, recommend that the Library keep its insurance policy in place to ensure adequate coverage. The Library's policy ensures coverage for property damage, theft, and destruction in addition to liability coverage. The Library's policy is primary, with the City providing excess coverage as needed.

The Director reported that General Services took several measures to keep rain from coming in to the building, with the recent heavy rains. She noted that no leaks occurred at Beatley during the most recent rains. The Burke Branch has had recent humidity issues due to issues with the building's chiller. General Services worked to correct the issues as well as to replace ceiling tiles and clean affected walls.

Director Dawson noted that Duncan staff participated in Art on the Avenue and more than 1000 people visited the Library's table. The Library recognized Mental Health Awareness Month with several programs. The Library would hold its sixth annual bicycle tour of libraries, Le Tour d'Alexandria on October 20. Library staff would share bits of local history with the 65 registered participants. The For Love of Country award ceremony would be held on October 21. The Library received 75 entries with approximately 30 winners. Submissions were made by rising 7th, 8th, and 9th graders. This year's theme was: "You're eighteen, and your friends say they don't want to vote. What do you say?"

Ms. Schloeder noted that the Library participated in the Banned Books Week program at the Athenaeum. She commended Director Dawson for her reading of *The Hate U Give*.

Treasurer's Report

Ms. Desfosses reported that the Library had spent 28% of the budget and 65% of State Aid funds. The high expenditure rate of State Aid funds was due to several databases renewing early in the fiscal year. The Library made \$118,505 (26.8%) of its requirement of \$442,411.00 in Fines and Fees Revenue. In addition, the Law Library received \$3,203 in filing fees.

Investment Report

Mr. Fannon reported that the BB&T investment account had an ending balance of \$3,068,606 as of September 30. As of August 31, the fiscal year to date portfolio performance was 3.16%, somewhat lower than the Russell Global (50)/Barclays Intermediate Government Credit benchmark of 4.38%. Over the last twelve months, the account performance was 9.19% compared to the benchmark of 11.47%.

Old Business

Director Dawson said that the Board, at the June 2018 meeting, had requested to have a presentation about fines and fees. She noted that several library systems have eliminated fines. Library staff had reviewed this about four or five years ago, and determined that while staff would be interested in considering the elimination of fines, the Library could not afford to do so due to the years of budget cuts the Library has experienced.

At this time, DC Public Library is the only local jurisdiction not charging fines to juvenile customers – all local jurisdictions charge fines to adults. Alexandria uses Unique Management to assist with collection of fines and fees. There's a 5 to 1 investment with this service; for every dollar paid to Unique, \$5 is either returned or paid in fines. Some feel that fines are a barrier to library use, and so some jurisdictions have particularly cut fines for children. For those that don't charge fines, they do bill customers for lost items. So no library has totally done away with revenue generation from charging fines and fees. Alexandria tends to raise about \$190,000 in fines and fees. If the Library gives up that revenue, it would be

expected to make it up from other revenue sources, which would not be possible. Therefore staff does not recommend cutting fines at this time. However, the Director noted that the Library had implemented a special youth card to be used in our partnership with the schools. With these cards, students can take out three items with no fines. George Mason Elementary School was the first school the Library worked with, last year. The school librarian and the teachers receive the overdue notices at their school and they take the responsibility of reminding the children to return their items.

Director Dawson reported that the City is asking boards and commissions to set priorities for the FY20 budget year. She presented the following recommendations for the board’s consideration which meet both the Library’s Five Year Plan goals and the City’s Strategic Plan goals.

Goal	5 Year Plan Priority	City Goal
Burke 1 st Floor	Library as a Community Hub Support for learners of all ages	Well-Managed Government
Beatley Envelope, parking lot, and cameras	Library as a Community Hub	Safe & resilient community
Children and youth programs, e.g. 1000 Books before Kindergarten	Support for all learners	Thriving Children & Youth
Add courses for ELL at Barrett and Duncan	Support for all learners	Inclusive City
Commemorate and Celebrate Alexandria’s 1 st public library and first nationwide sit-in	Community Relations, Marketing and Branding	Flourishing arts, culture, and recreation

A motion to accept the recommendations was made by Ms. Desfosses and seconded by Ms. Hahn. The motion carried.

New Business

Director Dawson reported that the Library received a clean audit for fiscal year 2018.

A motion to adjourn at 5:07pm was made by Mr. Fannon and seconded by Ms. Hahn. The motion carried.