

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Thursday, February 20, 2014 at 3:02pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, A. Paul, G. Day-Fuller, A. Silberberg, and H. Desfosses. Member absent was R. Hobson.

Staff present were Director Dawson, Administrative Officer Wesson, Human Resources Manager Veronica Matthews, and Technical Services Manager Lynda Rudd.

Guests present were Chuck Ziegler, Vice President of the Friends of the Beatley Central Library and Beatley Friends members Gary Hacker and Lane Stone.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT*	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	104,921	2.77%	66,415	-4.94%
BEATLEY	403,019	4.42%	180,680	-2.18%
BURKE	78,580	1.77%	62,291	2.70%
DUNCAN	195,918	4.72%	106,496	-25.57%
SPECIAL COLLECTIONS	7,138	6.41%	11,287	3.82%
TALKING BOOKS**	6,957	121.28%	1,478	6.18%
EMATERIALS	59,488	54.72%		
TOTAL	856,021	6.91%	428,647	-8.91%

**All branches received new patron door counters in July 2013, which have affected the totals, in addition to a downward trend noted in public libraries in Virginia. The Duncan Branch has a significant number of visitors with strollers and the counters tend to record one visit for both stroller and parent.*

REGISTERED BORROWERS	131,026	-3.77%
EBORROWERS	16,184	26.69%
LIBRARY MATERIALS	503,855	3.16%
LIBRARY WEBSITE VISITS	284,691	14.22%
LIBRARY WEBSITE PAGES USED**	2,693,627	145.44%
WIRELESS USERS	19,436	N/A
MEETING ROOMS	181 Meetings (MONTHLY) \$2,010.00 (YTD)	

***The Year To Date Previous numbers counted only hits to the library's Home Page.*

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,451	67.30%
Beatley	30	4,913	55.42%
Burke	16	1,789	38.66%
Duncan	9	913	52.13%
TOTAL	63	9,502	53.87%

Mr. Fitzgerald moved to approve the December 2013 minutes as amended. Mrs. Day-Fuller seconded the motion which was approved unanimously.

Mrs. Desfosses moved to approve the January 2014 minutes as amended. Mrs. Day-Fuller seconded the motion which was approved unanimously.

Director Dawson reported that patron count continued to decrease, particularly at the Duncan Branch. Patron counters were being reviewed to be sure they were not faulty.

Director Dawson reported that the Library submitted operating budget cuts that totaled \$242,000, and noted that the City Manager would present his budget for the Healthy Families Focus Area Team to the City Council. The Director reported that the Virginia senate was seeking to add \$500,000 to libraries statewide annually although the House only wanted to approve half that amount. She also reported that the Beatley Friends President, Eileen Bradley, had signed up to speak at the upcoming City Council public hearing. Library staff was preparing FY15 Budget talking points which would be shared with the Library Board and the Friends groups for their advocacy efforts.

Director Dawson provided an update on the needs assessment, noting that three of the seven planned focus groups had been completed, and executive interviews were nearly complete. The Needs Assessment Committee planned to finalize their report at the end of March or beginning of April. The Director noted that the Needs Assessment Committee had discovered that people are unaware of a number of the library's services, including phone renewal and self-check service. Telephone renewal would be advertised more and self-service machines were relocated in some of the branches. Staff had noticed that patrons come frequently to the library without their library card, and therefore the Library installed keypads on the self-check machines to allow users to enter their library card numbers in the absence of their library cards.

Director Dawson reported that the Barrett Branch's new branch manager had been selected. She also reported that Barrett had recently received new windows which had caused the building to retain excessive heat. General Services had successfully worked to adjust the temperatures. Mrs. Desfosses stated that while the presence of trash had greatly improved, she had recently observed a large number of cigarette butts outside the entrance of Barrett and asked library staff to review the situation.

Beatley had experienced additional leaks, with water coming in under the garden door in the Fiction area. Crews had been in the building to resolve that issue. Also, a roofing company had worked on leak issues in the story room.

The plan for the bio retention area at Burke Branch had been completed and the project was expected to go out for bid in early March.

Director Dawson reported that the Capital Improvement Project (CIP) budget work session would be April 10. The Library had submitted a request to renovate the first floor of the Burke Branch when Alexandria City Public Schools vacate that floor.

Library staff and City landscapers would be meeting with the Duncan Friends to discuss implementation of the Friends' project to improve the branch's landscaping.

Mrs. Paul reported that the Library had spent 57% of its budget and 55% of its State Aid budget. The Library had received to date \$156,631. Director Dawson noted that the Library had previously been projecting a shortfall of \$19,000 in fines and fees but had somewhat closed the gap due the fact that the Library had started informing people who have a balance of \$5 or more on their account.

Mr. Fitzgerald reported that he and Mrs. Paul had met with Special Collections Branch Manager, George Combs to determine the best use of Mourot funds. They reviewed a list that Special Collections staff prepared of items which need conservation. Mr. Fitzgerald said that he and Mrs. Paul recommend continuing to use Mourot interest to support the book budget for Special Collections and apply any remaining funds to conserve Special Collections items. They had discussed digitizing some of the collection. Mrs. Paul suggested that the items might be used for a fundraiser. Mrs. Schloeder said that Special Collections does sell replicas of several items. Mrs. Paul said that three or four maps would make a nice set that could be sold and said that it was an idea that should be explored.

Director Dawson said that a number of databases, Ancestry, Heritagequest, and Antiques were paid from the Mourot funds. Mrs. Schloeder said that a decision needed to be made regarding whether to limit expenditures to the interest on the Mourot funds. If expenditures are limited to the interest, there would not be enough funds to conserve any items. Mr. Fitzgerald said that none of the items in the collection needed immediate conservation attention, so the Library could wait to conserve items until enough interest was earned. Mrs. Schloeder said that there was \$500,000 in the principal of the Mourot fund and asked if the board members would be willing to spend \$10,000-\$12,000 out of the principal. Mr. Fitzgerald said that he would be pretty upset if the principal were spent. Mrs. Desfosses replied that he might be upset if he found out that the books were deteriorating. Mr. Fitzgerald agreed but repeated that none of the books are in such bad condition to require immediate conservation.

Director Dawson said that the interest earned in fiscal year 2013 was approximately \$14,000 and would never be enough to cover conservation after paying approximately \$8,000 for Special Collections' materials budget and \$7,800 for databases. This was already more than the interest and did not include periodicals and books for the branches, and definitely left nothing for conservation efforts. Mrs. Desfosses agreed that if the Library was spending the entire interest, it would never grow enough funds for conservation. She suggested doing the conservation in stages, applying some money each year. Director Dawson said that Mr. Fitzgerald was right, that there was no pressure to do conservation immediately. However, she said that the Library Company and others had made an investment in the ledger and map, and people are interested in viewing it and using it, and that conservation might be required to allow such use. Mrs. Schloeder added that the board had previously voted to spend Mourot principal if they were not able to get a consortium of other organizations together to buy the map and ledger. Mr.

Fitzgerald said that, in general, he was opposed to spending the principal. Director Dawson said that she would provide some options for the Board to consider at the next meeting. Mr. Fitzgerald said that he thought that creating a collection of three maps and selling them would generate interest in the collection. Mrs. Desfosses said that she was concerned about the timeline of earning enough money from the sale of the maps, or earning of the interest, vis a vis the need for conservation of the items.

Mrs. Paul announced that March 29 was the date of the annual Library Company lecture, and that the Company Board was delighted to have the Library Foundation make an appeal for funds at the event.

Mrs. Paul moved to adjourn the meeting at 4:56pm. Ms. Desfosses seconded the motion which was approved unanimously.