

The Alexandria Library Board was called to order by Vice Chairman Oscar Fitzgerald, on Thursday, February 23, 2017 at 4:05 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were O. Fitzgerald, H. Desfosses, W. Brierre, F. Fannon, W. Bailey, and T. Hahn. Member absent was K. Schloeder.

The members of the staff present were Director Dawson, Deputy Director DiPilato, and Division Chief of Administrative Services Wesson.

Guest present was Chuck Ziegler, Vice President for Advocacy of the Friends of the Beatley Central Library. He reported that he would be speaking to City Council at an upcoming council meeting to advocate on behalf of the Library. He noted that the Library's Five-Year Plan is referenced in the City's Strategic Plan and specifically under the heading, Thriving Children and Youth. However, the Library supports numerous items included in the Strategic Plan, such as Healthy Residents, Environmental Sustainability and Strong Economy. Finally, Chuck reminded those present that the Friends of Beatley will be hosting a Spring Book Sale from March 22-26, 2017.

The Year-To-Date statistics are as follows:

<b>DIVISION</b>	<b>CIRCULATION</b>	<b>CIRCULATION PERCENTAGE INC/DEC</b>	<b>PATRON COUNT</b>	<b>PATRON COUNT PERCENTAGE INC/DEC</b>
<b>Barrett</b>	89,877	10.42%	41,726	6.74%
<b>Beatley</b>	261,269	-7.22%	138,729	5.95%
<b>Burke</b>	48,816	0.46%	40,100	12.55%
<b>Duncan</b>	145,588	4.97%	66,498	3.31%
<b>Special Collections</b>	2,512	-63.81%	6,109	-30.81%
<b>Talking Books</b>	3,135	20.39%	991	-1.29%
<b>Law Library</b>			1,048	48.65%
<b>E-materials*</b>	114,796	121.82%		
<b>TOTAL</b>	<b>665,993</b>	<b>8.90%</b>	<b>295,201</b>	<b>5.48%</b>

<b>Registered Borrowers</b>	98,992	1.70%
<b>EBorrowers*</b>	48,146	119.18%
<b>Library Materials</b>	505,085	6.91%
<b>Library Website Visits</b>	253,070	4.94%
<b>Library Website Pages Used</b>	2,360,503	-4.32%
<b>Wireless Users</b>	31,443	12.11%
<b>Passports (# Processed)</b>	2,749	
<b>Proctoring (# Exams)</b>	149	

*\*E-materials and E-borrowers now include Zinio & Freegal*

**MONTHLY INTERNET COMPUTER UTILIZATION:**

	<b>No. of Terminals- Automated Signup</b>	<b>No. of Sessions</b>	<b>Utilization</b>
<b>Barrett</b>	8	1,099	49.35%
<b>Beatley</b>	30	3,923	40.50%
<b>Burke</b>	16	1,047	41.09%
<b>Duncan</b>	9	1,693	41.11%
<b>TOTAL</b>	<b>63</b>	<b>7,605</b>	<b>58.57%</b>

Mr. Fannon moved to approve the December 2016 minutes. Ms. Desfosses seconded the motion, Ms. Hahn abstained, and the motion was approved.

Director Dawson presented the Monthly Activity Report. She noted that the patron count and circulation continued to increase. While website visits had decreased, Wi-Fi usage continued to increase.

Director Dawson reported on the FY18 Library budget, reminding the Board that the Library had been asked to reduce its budget by \$347,000 or 5% of the operating budget. Then OMB asked which budget cuts each department would restore, if only half of the reduction was needed. She was pleased to report that the City Manager did not accept the security guard cut. He did, however, accept the elimination of a long-vacant position, unfunding of some other vacant positions, and increasing the passport revenue. He also accepted the branch reorganization proposal, which would streamline workflows in the circulation department. As part of the reorganization, the Library would be removing the three circulation managers at Barrett, Burke, and Duncan and the position would be folded into one position, a Library Operations Supervisor. This is the same position which heads the Beatley Central Library circulation department. The Library would also be creating a Library Assistant II position to lend assistance. The three existing managers would be offered the opportunity to apply for the Library Operations Supervisor position. The remaining two employees would then be able to apply for the Library Assistant II position, along with other library employees. The affected employees have multiple options available to them, and they would be weighing the outcome that would best suit them. The new Library Operations Supervisor will supervise approximately the same number of people as the one at Beatley. Director Dawson pointed out that it is part of the Library's Five Year Plan to assess staffing needs. Library Administration planned to discuss with the City's new Human Resources (HR) Director the career ladder plan which was submitted to HR two and a half years ago. Meanwhile, Library Administration had begun the process to implement the reorganization of the branch circulation departments. Director Dawson noted that funding was included in the Capital Improvement Budget to upgrade the self-service kiosks.

Director Dawson reported that the Library, upon moving past its first phase of the marketing plan, had begun to make its fliers more accessible to the diverse community. She was pleased to report that the first flier to be translated into Amharic and Arabic, in addition to Spanish, was a Passport Services flier.

Ms. Desfosses presented the Treasurer's report. She reported that the Library had spent 57% of the budget and 68% of the State Aid. The Law Library had generated approximately \$11,000 in

filing fees. While the Law Library income from filing fees was expected to be less than the budgeted \$54,000, the Library is confident that the Law Library Friends was prepared to support the Law Library if there were a shortage for materials purchases at the end of this fiscal year. Deputy Director DiPilato noted that more and more people utilize mediators throughout Virginia, rather than enter the court system. Mr. Fannon agreed, and said that he knew some attorneys who have said that business is bad.

Mr. Brierre reported that the fiscal year to date total portfolio performance as of December 31, 2016 was 2.34%, slightly below the Russell Global benchmark of 2.61%.

Director Dawson reported that the City had initially approved that the Library could keep the Burke first floor for library use. City Council approved approximately \$50,000 for space planning. A Request for Proposal (RFP) had been issued for the space planning, to which six businesses had responded with formal submissions. She and Deputy Director DiPilato were scheduled to meet with the Purchasing Department and an hour before they were to leave for the meeting with General Services (GS) and Purchasing, they were informed that the meeting had been cancelled and the RFP had been withdrawn. Donna Poillucci, Deputy Director of General Services, informed the Library that the decision to put the project on hold was made by the City Manager as part of the FY18 budget process. There would be a Strategic Facility Plan Project that GS would undertake which would provide a baseline document to enable the City to make informed strategic future decisions. The document would guide future investment in City facilities based on projected needs, and align current and future services and facilities with those needs. Therefore, the City had decided to put a hold on any new large space changes until this document was completed.

The Director asked General Services if the \$50,000 would be re-programmed for the library for some other use, but she had not received a reply yet. Director Dawson said that the Library was looking to move the Burke Branch facility into a 21<sup>st</sup> century library, something that the community would benefit from. She added that she could appreciate that the City Manager has a tough job to prioritize all of the projects in the CIP budget. Ms. Desfosses said that there had been a lot of discussion recently that the West End does not get its fair share, and this project addressed that need. Ms. Hahn asked what the time frame for future implementation was, or whether the project was completely eliminated. The Board also asked if the funding would be re-programmed for Library use. Director Dawson said that she would ask the City for further clarification.

Ms. Desfosses reported that BB&T had suggested a framework for our investment policy. The Investment committee and administrative staff had met to discuss the framework. She noted that Mr. Fitzgerald had suggested that the investment proportion be the same for the Alexandria Library Board and the Duncan Library Foundation investments. Ms. Desfosses moved to adopt the investment instructions with revisions and submit them to BB&T. Mr. Bailey seconded the motion, Ms. Hahn abstained, and the motion was approved.

Mr. Fitzgerald reported that at the investment committee meeting, Burke & Herbert representatives had attended and notified the Library that the repurchase account currently in place would no longer be offered, and that the Insured Cash Sweep account could replace it. The ICS provided FDIC insurance on the funds. Mr. Fannon moved to move the Burke & Herbert repurchase account to the new Insured Cash Sweep account. Mr. Bailey seconded the motion, Ms. Hahn abstained, and the motion was approved.

Deputy Director DiPilato made a presentation regarding the Library's Thomas Jefferson (TJ) Traveling Fellowship, an opportunity which no other library system had. Several years ago, Ms.

DiPilato, as the then-Central Library Manager, started interacting w/ a customer, who strongly felt that the books on health that he got from Alexandria Library had literally changed his life. When he read a book about Thomas Jefferson's travels, he was inspired to offer a traveling fellowship to Alexandria Library. The fellowship is based on the Jefferson concept of utility and delight, which speaks to modern public libraries. Libraries provide education, but also provide some entertainment to our customers. The anonymous donor provided \$10,000 for first year. The fellowship provides an opportunity to learn from colleagues overseas and create shared experiences. Deputy Director DiPilato and Central Library Manager Thornley will be meeting with the Monticello Library in Virginia to further expand upon the Thomas Jefferson connection. The donor is expecting that the participants will write articles, do some staff training, as well as presentations at conferences. The program has been written and has been approved by the City Attorney. A draft procedure, and formal application process for future years was already being prepared. During the trip, the participants will maintain a social media presence, which the Public Library Association was already prepared to share on their social media.

Director Dawson presented a copy of the letter pertaining to reorganization that was sent to City Manager Mark Jinks. She said that the Library planned to complete the process by May 8. She noted that Library staff had worked with Human Resources and the Office of Management and Budget in preparing for the reorganization. She said that the Library had also considered another reorganization possibility which did not prove to be viable at this time. She also stated that the Library had additional reorganization possibilities that are being considered.

Ms. Desfosses moved to adjourn the meeting at 5:22pm. Mr. Fannon seconded the motion which was approved unanimously.