

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, April 21, 2014 at 4:04 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, A. Paul, A. Silberberg, and H. Desfosses. Members absent were R. Hobson and G. Day-Fuller.

Staff present were Director Dawson, Administrative Officer Wesson, and Communications Officer Kimberly Nathaniel.

Guests present were Chuck Ziegler, Vice President of the Friends of the Beatley Central Library, Beatley Friends members Gary Hacker, and Burke Branch Friends member Jack Richards.

Mr. Ziegler announced that Eileen Bradley would be stepping down as President of the Beatley Central Library Friends in July 2014. He said “We all owe her a great debt of gratitude for her untiring work.” He noted that the Library had benefitted financially from book sales and from her spearheading efforts to resolve Beatley’s water intrusion issues. Mrs. Schloeder asked Ms. Bradley to attend the June Board meeting to say thank you to her contributions to the Library.

Mr. Ziegler stated that the only remaining water intrusion that he was aware of was on the garden side in adult fiction. He also noted that the board packet included a letter he wrote to city council, and a reply he had received from Councilman Justin Wilson.

Ms. Desfosses stated that several people spoke in support of the Library pertaining to the potential Library budget cuts at a recent political meeting she had attended.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	133,449	2.82%	85,573	-4.60%
BEATLEY	513,432	3.51%	223,125	-3.32%
BURKE	99,104	-1.98%	77,869	0.19%
DUNCAN	250,145	4.39%	141,292	-23.32%
SPECIAL COLLECTIONS*	9,221	4.90%	14,563	1.12%
TALKING BOOKS	8,564	95.88%	1,907	6.30%
EMATERIALS	80,885	61.39%		
TOTAL	1,094,800	6.31%	544,329	-9.08%

NOTE: All branches received new patron door counters in July 2013, which have affected the patron count 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	132,516	-3.92%
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BORROWERS		
EBORROWERS	16,955	28.11%
LIBRARY MATERIALS	505,831	2.92%
LIBRARY WEBSITE VISITS	361,879	12.09%
LIBRARY WEBSITE PAGES USED**	3,405,689	140.87%
WIRELESS USERS***	25,064	1168.42%
MEETING ROOMS	181 Meetings (MONTHLY) \$2,762.50 (YTD)	

***The Year to Date Previous numbers counted only hits to the Library's Home Page*

****The Library began counting wireless users in February 2013.*

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,416	64.62%
Beatley	30	5,184	55.35%
Burke	16	1,854	50.90%
Duncan	9	934	36.57%
TOTAL	63	9,388	52.93%

Mrs. Paul moved to approve the February 2014 minutes as amended. Ms. Desfosses 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. The Duncan Branch Manager had observed that strollers with parents were be counted as one entry, rather than including the parent; and at times doublewide strollers were missing 2 additional counts.

The Director reported that circulation was up 6.3% with ematerials increasing by 61.4%. Wireless activity was increasing, which explained why Internet utilization was lower. The Board discussed whether or not the wireless should be left on 24 hours per day; currently it was being turned off because the police had noticed an increase of activity in the parking lot in the middle of the night. Mr. Fitzgerald indicated that he would like it to be left on throughout the night unless there was a clear indication of illicit activity. Director Dawson stated that she would follow up with the Police Department.

Director Dawson reported that only Vice Mayor Silberberg had supported restoring the Library's materials budget for the FY15 budget. The Director explained that unless 3 or more council members supported a change on the budget add/delete list, it did not get discussed further during council deliberations. Vice Mayor Silberberg said that after investing millions of dollars on the libraries that \$25,000 was minimal to maintain those services, and should be restored. The Board discussed the fact that the library is where students go after school, and where small businesses can turn for information. Ms. Desfosses noted the importance of libraries to economic development.

Director Dawson stated that the Alexandria Library Company held its annual lecture on March 28th, at which they allowed the Director to make a fundraising appeal during her State of the Library address. To date, the Alexandria Library Foundation had collected \$750 as a result of that appeal. During the Spring2Action fundraising event on April 9, the Foundation raised \$2,950 in support of the Samuel Tucker Fund, in recognition of the 75th anniversary of the 1939 Library Sit-In which took place at the Barrett Library.

Director Dawson thanked the Beatley and Burke Friends groups for their advocacy efforts during the FY15 budget hearings. She reported that the Library had not received a response to the Library Board's request to keep the first floor of the Burke Branch facility for library use. Ms. Desfosses suggested that after the budget adoption that the board could submit a resolution or write a letter to get an answer on that. Director Dawson stated that she had requested a specific date for ACPS' departure but had not received one yet.

Director Dawson reported that the Barrett Branch front door would be replaced. She stated that the Beatley children's desk was being removed to make room for the new one. She also reported that a Request for Proposal had been issued for the bioretention area in the Burke Branch parking lot.

Ms. Desfosses noted that people were no longer loitering in front of the Barrett Branch doorway, and that the new self pickup of holds was working very well. Director Dawson reported that the light in front of the Barrett Branch which had been out was covered by Dominion Power and staff were checking with General Services on an update to that.

Mrs. Paul reported that the Library had spent 71.6% of its budget and 65.6% of its State Aid budget. The Library had received to date \$201,859 of the \$280,000 fines and fees requirement and were 72% to that goal.

Mrs. Schloeder announced that Richard Hobson had resigned from the Library Board due to health reasons. She asked staff to prepare a resolution to be read at the next board meeting. Mrs. Paul stated that the Library Company would be meeting soon and would appoint a new representative to the board, who would fill out the remainder of Mr. Hobson's term. Vice Mayor Silberberg stated that the board would miss Mr. Hobson weighing in on issues, and that she was very grateful to him.

Director Dawson stated that there were currently three items that were being funded with Mourot funds: the Special Collections budget, as well as databases, and periodicals that support the decorative arts and Special Collections, for a total of \$16,051. When Special Collections staff met with representatives from the Library of Congress in 2012, those representatives made recommendations about the items that should be preserved. Special Collections staff created a priority list of items which they would like to preserve. Director Dawson broke them down into projects which could be conducted over a period of three years. She asked the board to consider committing up to \$25,000 annually for three years, to cover the items which are typically funded plus an additional amount to fund preservation of the recommended items.

Mrs. Schloeder said that when the Investment Committee met with BB&T representatives, they recommended that we use a portion of the increase in value of our equities as well as the interest. She added that currently, the Mourot funds are approx. 21.7% of our investments with BB&T. Bob Wilder and Jim Luke, the BB&T Investment Manager, said that many of their other clients had a spending policy that utilizes 4-5% of the increase in value of their investments. Based on the portion of the investment funds that are represented by Mourot funds, over a three year

period, 4% would be \$22,000 and 5% would be \$27,000. Mr. Fitzgerald disagreed with Mrs. Schloeder about what the BB&T representatives had recommended. Mrs. Paul suggested that the board request a clarification. She added that she was in favor of using the interest, but not the principal. Mr. Fitzgerald said that in looking over the list of items recommended for conservation that the Library Company had expressed interest in funding some of this. He added that the board should review the gift documents to confirm the intent of the gift. Director Dawson said that the Library had been operating under the restrictions that the board had imposed. However, she noted that this seemed to be the type of thing on which the Mourot family intended to spend the money, adding that the Board had been very good at trying to remain true to the interests of the Mourots. Mrs. Schloeder said that she had asked Bob Wilder how they would define income, and both interest and growth would fit the definition. Mrs. Paul moved to defer the decision until the following meeting. Mr. Fitzgerald seconded the motion. The motion passed with four votes; Mrs. Schloeder opposed the motion.

Vice Mayor Silberberg said that the Friends of the Library groups and the Alexandria Library Company were a remarkable collection of devoted supporters, and that it was really inspiring. Ms. Desfosses agreed, and added that those who responded in support of the needs assessment study, as well as items such as the recent editorial in the newspaper which had a library tie-in to the economic development in the city, were so important. Mrs. Paul thanked the Friends representatives who were present, stating that the Board appreciated their going forward to battle for the Library. Vice Mayor Silberberg added that it was devastating to see the zeros for the materials budget across the add/delete sheet.

Mrs. Schloeder appointed Anne Paul and Gwen Day-Fuller to assist her with the Director's annual evaluation.

Mrs. Schloeder appointed Ms. Desfosses and Mrs. Paul to serve as the nomination committee for the June election of officers.

Mrs. Schloeder appointed Mr. Fitzgerald to prepare the Library Board's annual report.

Mrs. Schloeder appointed Ms. Desfosses as Investment Committee Chair and stated that she and Mrs. Paul would remain as members.

The Library Board discussed the investment policy with BB&T. Mr. Fitzgerald motioned to change the division of the investments to 50% invested in equities and 50% invested in bonds. Mrs. Paul seconded the motion. After discussion, the motion was approved unanimously.

The Board also discussed the portion of investments in international stocks. The Library's current investment policy stated that up to 30% could be invested in international stocks. Currently, the Library had approximately 9% of equity investments in international stocks. Mrs. Schloeder said that the investment advisors were recommending an increase to 16%. The Board agreed that Mrs. Schloeder could email the BB&T investment advisors to approve that they increase the portion of international equity investments to 16%.

Ms. Schloeder stated that she had asked Ms. Desfosses to undertake a survey of banks to find out what the fees are for handling an investment account of the size of the Library's investment account. Mrs. Paul added that it would be wise to look at the standing of the banks themselves.

Mrs. Paul moved to adjourn the meeting at 5:42pm. Ms. Desfosses seconded the motion which was approved unanimously.