

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, June 19, 2017 at 4:02 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, F. Fannon, W. Brierre, and T. Hahn. Member absent was W. Bailey (unexcused).

The members of the staff present were Director Dawson, Deputy Director DiPilato, Division Chief of Administrative Services Wesson, and Human Resources Manager Ross Farley.

Guest present was Chuck Ziegler, Vice President for Advocacy of the Friends of the Beatley Central Library. He reported that the Beatley Friends had pledged \$40,630 to fund Beatley meeting room upgrades, SummerQuest programs, All Alexandria Reads programs, various other programs, the Beatley Fall Festival, children’s area upgrades, a memorial collection of travel books, and garden maintenance for 2017. He noted that Friends officers elected in October would take office in January.

The Year-To-Date statistics are as follows:

Division	Circulation	Circulation Percentage Inc/Dec	Patron Count	Patron Count Percentage Inc/Dec
Barrett	192,871	13.99%	93,995	15.86%
Beatley	548,753	-9.19%	292,472	1.52%
Burke	105,377	-15.88%	90,187	14.39%
Duncan	309,458	0.90%	145,840	3.07%
Local History/ Special Colls.	4,285	-63.289%	13,919	-22.39%
Talking Books	6,172	-26.43%	2,130	0.14%
Law Library			2,577	31.68%
E-materials*	N/A	N/A		
TOTAL	1,166,916	-12.69%	641,120	4.83%

Registered Borrowers	104,571	1.74%
EBorrowers*	N/A	N/A
Library Materials	496,626	3.38%
Library Website Visits**	N/A	N/A
Library Website Pages Used**	N/A	N/A
Wireless Users	72,868	15.92%
Passports (# Processed)	9,569	
Proctoring (# Exams)	313	

**E-materials and E-borrowers now include Zinio & Freegal. Statistics were not available at the time of this board meeting.*

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Monthly Internet Computer Utilization:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,879	52.94%
Beatley	26	6,644	48.00%
Burke	16	2,330	41.09%
Duncan	9	1,533	36.96%
Law Library	4	282	23.64%
TOTAL	63	12,668	44.65%

Ms. Desfosses moved to approve the April 2017 minutes. Mr. Fitzgerald seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report. She noted that new Sunday branch hours and passport services continued to support the 4.8% patron count increase. The library was averaging approximately 1400 to 1500 passports processed per month which is very high considering passports are not processed every day of the week, nor for a full day. She noted that ebook statistics were not currently available, which affected the overall circulation number.

The Board viewed a video highlighting Staff Day 2017, prepared by Communications Intern Kira Omans. Director Dawson reported that the Library's new award process was introduced at Staff Day, which expanded awards beyond the annual Outstanding Performance Awards. Awards would now include an Employee of the Month award and a Made My Day Award. At Staff Day, employees received training which would allow the Library to participate in the nationwide program, Safe Place, which provides a safe place for youth to go when at risk or in need of assistance.

Director Dawson reported that the FY18 budget included an overall decrease for the Library of \$42,000. The decrease included the reorganization of circulation managers, increased hours in Talking Books from 16 to 20 hours per week, and new self-check machines through the Capital Improvement Budget (CIP). While the Library would lose 1.4 FTEs in FY18, merit increases and benefits increased the overall personnel budget.

Director Dawson reported that the new telephone and online customer communications service had had a few bumps starting out, but as the Library continued to lose more staff, it was hoped that the service would alleviate some of the stress on the circulation staff. Also, the ability to provide an online chat service alleviated some of the workload on staff. Deputy Director DiPilato noted that she had received positive comments on the chat service from some of those who had used the service.

Director Dawson reported that Communications Officer Anton Murray and several members of the Marketing and Branding Committee had travelled to St. Louis, MO, to attend the National Association of Government Communicator's conference at which they received two awards, one for the new logo design, and one for a marketing initiative last September, the Passport

Challenge. She also announced that Alexandria Library was one of 33 libraries to receive the PLA Inclusive Internship Initiative to hire a teen intern for the summer. She noted that the library submission was so well written that we received funding for two interns. There were excellent applicants, and staff selected two. Due to the fact that we had received notice from one of our librarians that she would be retiring at the end of June, the Library was able to fund the three additional applicants in temporary page positions. The PLA grant would fund the chosen interns to go to a wrap-up event in Chicago in September. Our Teen Services Librarian Isaiah West was invited to present about the internship at the kickoff event that was held at the Library of Congress in Washington, DC.

Director Dawson reported that James T. Hodgkinson, the shooter of Congressman Steve Scalise was identified as a customer of the Library. The Library notified the City Manager, as well as the American Library Association and the Urban Libraries Council, all of whom had provided an abundance of support. Craig Fifer, City Communications Director provided assistance as well.

Ms. Desfosses reported that 93% of the budget and 92% of State Aid had been expended. She noted that the Law Library had received \$29,863 in filing fees and that the \$54,346 budgeted for filing fees had been based on the Law Library's budget prior to the Library taking over its management. Based on actual fees, the Library expected to receive about \$20,000 less than budgeted and the FY18 budget had been adjusted accordingly.

Director Dawson requested that the Board approve the carryover of any remaining funds at year-end to the upcoming fiscal year. Mr. Brierre moved to approve the carryover as requested. Mr. Fannon seconded the motion which was approved unanimously.

Mr. Brierre reported that the fiscal year to date total portfolio performance as of May 31, 2017 was 8.78%, somewhat higher than the Russell Global benchmark of 8.17%.

Director Dawson reported that the circulation reorganization would go into effect July 1. Marilyn Doherty, the current Duncan Branch Circulation Manager, was selected as the Library Operations Supervisor for Barrett, Burke, and Duncan Branches. Shahana Parvas, the current Burke Branch Circulation Manager, was selected as the Library Assistant II, who would report to Ms. Doherty. Sandra Cahill, the current circulation manager at the Barrett Branch, had decided to retire after 36 years.

Mr. Fannon moved to elect the following slate of officers: Ms. Schloeder as Chair, Mr. Fitzgerald as Vice Chair, Ms. Hahn as Secretary, and Ms. Desfosses as Treasurer. Mr. Brierre seconded the motion which was approved unanimously.

Ms. Schloeder appointed the committee to conduct the annual evaluation of the Director, to include herself and Ms. Desfosses.

Ms. Schloeder appointed Mr. Fitzgerald to prepare the Board Annual Report

Director Dawson reported that security cameras for all of the library buildings had been funded. She noted that recent events had highlighted the need for additional security measures. For example, masked men had been seen outside of the Duncan Branch one evening, a Congressman had been shot near Duncan, and at Beatley an off-duty secret service officer noticed people looking inside of cars and recommended the library request assistance from the Alexandria Police Department. Deputy Director DiPilato added that there had been a number of incidents over the past year and that the Library had been requesting funding for cameras for several years. Because

of the scope and size of Beatley Central Library, there was not enough funding available for exterior cameras. However, exterior cameras will be added at Barrett, Burke, and Duncan. Signage would notify customers that cameras are in place.

Ms. Desfosses moved to adjourn the meeting at 5:05pm. Mr. Fannon seconded the motion which was approved unanimously.