

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, September 11, 2017 at 4:01 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, W. Brierre, W. Bailey, F. Fannon, and T. Hahn.

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

Guest present was Dar Davis, who would be in the incoming President of the Friends of the Beatley Central Library, effective January 2018.

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

Director Dawson presented the Monthly Activity Report. The Year-To-Date statistics are as follows:

Division	Circulation	Circulation Percentage Inc/Dec	Patron Count	Patron Count Percentage Inc/Dec
Barrett	40,211	23.21%	17,689	-3.43%
Beatley	111,735	-6.54%	62,000	11.14%
Burke	21,204	-10.07%	15,577	12.36%
Duncan	55,581	-7.87%	26,557	-24.28%
Local History/ Special Colls.	408	-82.35%	1,879	18.89%
Talking Books	768	-55.32%	390	0.00%
Law Library			441	25.85%
E-materials*	29,325	38.87%		
TOTAL	259,232	-0.77%	120,479	1.29%

Registered Borrowers	108,484	1.93%
EBorrowers**	N/A	N/A
Library Materials	528,621	7.02%
Library Website Visits**	N/A	N/A
Library Website Pages Used**	N/A	N/A
Wireless Users	13,701	4.94%
Passports (# Processed)	1,536	
Proctoring (# Exams)	68	

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

***Statistics were not available at the time of this board meeting.*

Monthly Internet Computer Utilization:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	2,242	62.35%
Beatley	26	7,294	47.74%
Burke	16	2,914	48.47%
Duncan	9	1,661	37.29%
Law Library	4	231	16.54%
TOTAL	63	14,342	47.41%

Director Dawson reported that while wi-fi usage continued to be heavily used, Internet usage was down. The Library had extended time so that people could stay on the PCs longer.

The Director also reported that the Barrett Branch had celebrated its first full year of passport service. The service helps the Library to achieve one of its Five Year Plan goals of becoming a community hub; the service draws people in, and while they wait to be assisted with their passport application, they are able to take advantage of the other services that the Library offers.

Director Dawson reported that the City was projecting a shortfall for the FY19 budget year of \$23-29 million. Since taxes were raised significantly during the FY18 budget process, it was not likely that any of the shortfall could be met by further increases to the taxes. She noted that the City had placed heavy emphasis on the budget being priority driven, and that departments would be asked once again to look for efficiencies and to focus on doing the important things well.

Director Dawson reported that the Library was now fully participating in the national program, Safe Place Initiative. In addition, security cameras had been installed at Barrett and Duncan Branches, and installation was taking place this week at Burke Branch. The Library was able to place a few external cameras at each branch. An initial walk-through had been done for Beatley Central Library. In addition, the Library had asked for a quote for external cameras for Beatley, with the intention to include a CIP request for the external cameras. The staff were also working to bring Active Shooter training to the staff. The Library, as a public facility, is open to all and security is an ongoing concern.

Director Dawson reported that new patron counters had been installed and staff were currently being trained on their use. In addition, she noted that via the Library's partnership with George Mason University, we had a new social worker intern who would be working with the homeless population and other customers who might benefit from her services, as well as provide training for the staff. The previous intern did a resource fair for the community.

Director Dawson reported that the Beatley Library once again experienced leaks throughout the building in July. General Services brought roofers in, cleared gutters, and did some sealing work. Most of the issues have been resolved. Water coming under the garden doors had not yet been resolved. This was a known issue based on the envelope report. This year, General Services would be replacing the flat roof areas of the building. The rest of the envelope project is funded for FY19.

The Director announced that during National Library Card Sign- Up Month, the Library would be doing Pop-Up Libraries at various locations throughout the community. The past Saturday, the Library had participated in the Ethiopian New Year Celebration at the Durant Center and had been invited to be a full partner to assist with planning for future years. Library staff made some excellent contacts to expand on our Ethiopian programming. Director Dawson reported that on September 27, George Mason Elementary School would be sending, in shifts, all of their students to get new library cards as part of Sign-Up month and ConnectEd. The ACPS interim Superintendent, Dr. Lois Berlin, would be in attendance.

The Director announced that she would be the Leadership Luncheon speaker tomorrow at a City of Alexandria employee event. The luncheon series features senior city leaders discussing their personal and professional backgrounds. In addition, she had been asked to participate on a panel for the Virginia Library Association pertaining to how Alexandria Library handled the Alexandria Shooter event of Congressman Scalise.

The Director reported that the Library was waiting on General Services' facilities assessment to determine how the City would move forward with the Library's request to renovate the first floor of the building. We are in the process of utilizing some of the first floor space for staff offices , which became important with the reorganization of the circulation management.

The Library held several programs pertaining to the August 2017 eclipse. We had received 2000 glasses via a NASA/ALA partnership. Programs both before and during the event were very well-attended.

The Library worked with the City's Bike Share Program to adjust the placement of the Bike Share Station which is planned for the Columbus Street side of the Barrett Library. We were able to have them relocate the station to the sidewalk rather than on the library's grass as they had originally planned.

Ms. Desfosses reported that 16.7% of the budget and 34% of State Aid had been expended. She noted that the Library had received \$70,198 (about 15.9%) in fines and fees.

Mr. Brierre reported that the fiscal year to date total portfolio performance as of July 31, 2017 was 1.31%, somewhat lower than the Russell Global benchmark of 1.60%.

Ms. Schloeder reported that the annual evaluation of the Director had been completed on time.

Mr. Fitzgerald presented the Board Annual Report. Ms. Hahn moved to accept the report. Mr. Brierre seconded the motion which was approved unanimously.

At 4:45pm, Ms. Desfosses moved to go into executive session to discuss a personnel matter. Ms. Desfosses seconded the motion which was approved unanimously.

Ms. Desfosses moved to reconvene in open session at 4:55pm. Ms. Desfosses seconded the motion which was approved unanimously.

Ms. Schloeder asked the members to report to the Barrett Branch at 3:30pm for a brief tour prior to the next board meeting, on October 16.

Ms. Desfosses moved to adjourn the meeting at 5:00pm. Mr. Fitzgerald seconded the motion which was approved unanimously.