

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, September 19, 2016 at 4:03 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, G. Day-Fuller, W. Brierre, W. Bailey, and F. Fannon.

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

Guests present were Chuck Ziegler, Vice President of Advocacy of the Beatley Friends and Library Human Resources Manager, Ross Farley.

Mr. Ziegler reported that the Friends would be sponsoring the September 24th Fall Festival at Beatley. At the Fall Book Sale on October 20-23, the Friends hoped to make as much as the last book sale, \$17,000. The Friends pledged a total of \$34,000 to the Beatley Library, including support for SummerQuest, the Fall Festival, and a video camera for the meeting room. Mr. Ziegler stated that he thinks the Library should have a higher profile in the news media. He had encouraged the editor of the Gazette to feature the Library. Mr. Ziegler wants the Friends to supplement the media efforts that the Library's Communication Officer does.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
Barrett	38,379	14.76%	16,957	-2.59%
Beatley	119,666	-3.19%	55,786	0.15%
Burke	21,543	-0.36%	15,577	6.56%
Duncan	62,298	4.24%	26,557	2.55%
Special Collections	1,177	-74.25%	3,239	-21.13%
Talking Books	1,323	22.05%	390	-3.70%
Law Library			441	37.81%
Ematerials	26,191	-7.35%		
TOTAL	270,577	-0.65%	118,947	0.42%

Registered Borrowers	106,432	13.11%
EBorrowers	24,298	14.59%
Library Materials	493,949	6.19%
Library Website Visits	107,009	1.58%
Library Website Pages Used	1,022,707	-4.80%
Wireless Users	11,656	5.69%
Passports (# Processed)	1,199	
Proctoring (# Exams)	53	

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,274	55.04%
Beatley	30	4,724	43.57%
Burke	16	1,871	42.51%
Duncan	9	1,041	36.98%
TOTAL	63	8,910	54.81%

Mr. Brierre moved to approve the June 2016 minutes. Ms. Desfosses seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report. She noted that the patron count was up slightly thanks to the new Sunday hours. The Library experienced increases in the number of registered borrowers, the number of e-borrowers, and circulation of e-materials. She reported that she would be attending the Virginia Public Library Director’s Annual meeting. She also reported that September would be Library Card Sign-Up Month. The Library would be celebrating with its newly designed library cards. Each branch would have special give-aways sporting the Library’s new logo at Open Houses during the month. The Director reported that Sunday hours began July 10 at Barrett, Burke, and Duncan Branches. The new Passport Service at Beatley has been very successful and over 5,500 applications had been processed over the last year. Barrett would begin the service in the fall; hours would be offered on several days on which Beatley did not process passports. There would also be some overlapping hours.

Director Dawson reported that the city approved the overall FY17 budget for \$7.4 million, a 3.5% increase. Positions which were offered as a vacancy savings were permanently eliminated by the City. The Library received an additional \$8,500 for materials. The Library made several IT submissions which were approved. However, the CFMP budget is focusing on the City’s failing buildings this year and since the Library had no failing buildings, there was no CFMP assigned to our department. General Services assured both Kathleen Schloeder and Chuck Ziegler that if we have maintenance emergencies, they would be addressed, despite this lack of funding. In reviewing the CFMP for FY17, Library staff found some discrepancies in the CFMP and the CIP and Director Dawson hoped to inform the Board as to the particulars at the October meeting. For example, there was only a small amount of money assigned to the Library which is assigned to the Beatley envelope project although there was previously close to \$1 million appropriated for the project. She and Deputy Director DiPilato had requested a meeting with General Services to learn more.

Director Dawson reported that the Library changed its domain name from alexandria.lib.va.us to alexlibraryva.org. The previous address was too long, and it was an outdated format.

Director Dawson reported that the new Local History/Special Collections Manager, Tricia Walker, would begin in October. She also reported that the Burke first floor space planning project was currently back in procurement. Finally, she reported that the Beatley and Barrett libraries were piloting an internship with a master’s student in social work from George Mason University. The intern would help identify customers who exhibit mental illnesses or homelessness. Her

supervisor is a licensed social worker. This is a growing service in libraries in recent years. Since this is a pilot, we are developing services the intern will provide.

Mrs. Desfosses presented the Treasurer's report. She reported that the Library had expended 15% of the budget and 42% of State Aid funds. The Library had made \$77,510 of the fines and fees requirement, and Ms. Desfosses noted that \$54,346 of the requirement was from court filing fees for the Law Library. The Library expects a surplus by the end of the fiscal year.

Mr. Brierre reported that the fiscal year to date total portfolio performance was 2.13%, somewhat less than the benchmark of 2.24%.

Ms. Schloeder reported that the Board's annual report would be sent to the City Clerk to be distributed to the City Council. Mr. Fitzgerald moved to accept the report. Mr. Fannon seconded the motion which was approved unanimously.

The Board had a discussion about the increased emphasis on diversity in Library programs, including bi-lingual programs. In addition, the Library had increased partnerships, including those with the Recreation Department, with barber shops and beauty shops this year.

Ms. Schloeder reported that the Director's evaluation had been completed and sent to the City, and an agreed-upon salary increase had been processed.

The Board agreed to set up Executive Fiduciary training with BB&T for all board members and senior staff.

Ms. Schloeder announced that former Library Board member Anne Paul's book club had contributed over \$1,000 to the Alexandria Library Foundation, and a brass plate would be placed on a study carrel at the Barrett Library. She stated that a ceremony would be arranged to recognize the donation and the placement of the plate.

Ms. Desfosses and Ms. Schloeder both stated that they saw the Mayor at a social event, and had each thanked her again for the money for Sunday hours. They both discussed with the Mayor the possibility of asking for money during the upcoming budget cycle to fully restore Library hours. The Board noted that the current hours were very frustrating for customers, as it was difficult to determine which branch was open on any given day. Councilman Bailey stated that it might be helpful to offer options to restore partial hours, rather than restoring all of the hours. He added that the next budget was going to be tight. The Board requested Library staff to provide an opinion on whether morning or evening hours would be most beneficial for customers. Director Dawson agreed, stating that staff could review statistics to determine when our usage was highest.

Ms. Desfosses moved to adjourn the meeting at 4:59pm. Mr. Fannon seconded the motion which was approved unanimously.