

Library Board Minutes

October 16, 2017

Location: Barrett Branch Library, Sprouse Room

Present: Kathleen Schloeder, Oscar Fitzgerald, Frank Fannon, Trudi Hahn, Helen Desfosses, Director
Dawson, Deputy Director DiPilato

Excused: Councilman Willie Bailey

Unexcused: William Brierre

The meeting was called to order at 4:00pm after a presentation on Special Collections by Branch Manager Patricia Walker.

Public Comments

Chuck Ziegler (Friends of Beatley Central Library)

Mr. Ziegler reported on the Friends of Beatley Central Library Fall Book Sale, which brought in \$23,766.03. He commended Nancy Blanton, the book sale chair, for her hard work on the book sale. Mr. Ziegler reported that 1,775 people attended the annual Fall Festival, an event the Friends help to support. He also noted that the Friends have just over \$100,000 cash on hand.

Ms. Desfosses noted the Library's appreciation for the Friends' work and efforts.

Approval of minutes

A motion to approve the revised September minutes was made by Mr. Fannon and seconded by Mr. Fitzgerald. The motion carried.

Director's Report

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	56,106	2.01%	26,410	2.01%
Beatley	157,490	-6.10%	94,084	16.16%
Burke	29,674	-3.31%	25,428	7.72%
Duncan	81,478	-11.02%	33,969	-14.60%
Local History/ Special Colls.	722	-52.09%	3,162	-3.54%
Talking Books	1,359	-26.94%	591	0.51%
Law Library			1,232	90.42%
E-materials*	N/A	N/A		
TOTAL	326,829	-6.18%	184,876	5.78%

*E-materials data not available at the time of this board meeting.

Registered Borrowers	109,557	13.07%
EBorrowers*	N/A	N/A
Library Materials	530,520	5.91%
Library Website Visits	162,751	4.72%
Library Website Pages Used	1,555,592	4.74%
Wireless Users	20,628	7.05%
Passports (# Processed)	2,059	
Proctoring (# Exams)	85	

**E-Borrower data not available at the time of this board meeting.*

Monthly Internet Computer Utilization:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	949	53.31%
Beatley	30	4,697	50.30%
Burke	16	1,533	42.02%
Duncan	9	1,047	48.00%
Law Library*	4	N/A	N/A
TOTAL	63	8,226	54.81%

**Law Library data not available at the time of this board meeting.*

Director Dawson reported the Library’s patron count continues to increase. She noted that the e-materials circulation number was not available for this month.

New equipment for counting patrons has improved the ability to track customer use.

The virtual branch usage has increased, including website visits and wi-fi use.

Passport numbers were impressive, even though this was the “slower” period. The busy period would be starting soon, from December through March.

Registered borrowers increased due in part to Library Card Sign-Up Month activities, along with the George Mason Elementary sign-up initiative (ConnectED), which had 549 registrations. The Library would be working with additional schools to sign up students. The special student cards do not accrue fines and are limited to book borrowing only. Board members engaged in a discussion about fines on children’s materials.

Director Dawson reported that there was no additional information about the City’s 2019 budget process. The Council retreat was scheduled for early November.

Director Dawson reported that the City rolled out a Senior Executive Leadership Program and she would be participating in the six-week cohort. Her cohort would be expected to complete a project over this period, which would be presented to the City Manager. The City hired a consultant to facilitate the classes. Director Dawson reported that every branch now had security cameras in place and staff members had been trained on their use. Barrett, Burke, Duncan installed outdoor cameras as well as interior ones. A quote was requested to place cameras in Beatley’s parking lot, but this would require

additional CIP funding. Beatley's flat roofs are expected to be replaced in 2018 as part of the envelope project funded by the City. Library Administration recently received a complaint about Beatley's parking lot lights and extensive outages. A General Services representative responded that water was getting into the lights, preventing them from operating optimally. At the Burke Branch temperature continues to be an issue despite a newer HVAC system. General Services is having trouble regulating the system. The Duncan Branch will be closed from October 23-28 to paint, and install new carpeting and a new circulation desk. A new Library Operations Supervisor, Anna Price, was hired for the Law Library.

Director Dawson reported that the City conducted a My Voice! Employee Engagement Survey, working with an outside consultant. The Library had 43 people respond and our scores were generally higher than those from other City Departments. The Library would be putting initiatives together to address one area in particular, Organizational Engagement. The Library staff was actively participating in the City's Wellness Challenge, which encourages staff to eat well and exercise.

The Library's senior management team is looking closely at reorganization and considering all departments for restructuring—due to retirements and vacancies.

Director Dawson highlighted the For Love of Country essay and poetry contest. The Library received 84 submissions and 42 awards were given at a reception on October 15. Staff had to do a lot of outreach in order to get the submissions. Ms. Schloeder commented on the diversity of the children who submitted essays and poems.

Treasurer's Report

Ms. Desfosses delivered the Treasurer's Report. The Library has spent about 25% of its budget and 55% of State Aid. She noted the Law Library has received \$4,800 in filing fees.

New Business

Director Dawson spoke about the Urban Library Council's (ULC) Race and Social Equity Statement, which the Library endorsed. She discussed the recent ULC Conference, which featured Government Alliance for Racial Equity (GARE) and highlighted the role of libraries in making improvements. Director Dawson is serving on the City's committee to create a toolkit for staff.

Director Dawson updated the Board regarding the public art project at the Burke Branch. In September, Diane Ruggiero, from the Office of the Arts, met with Director Dawson, Deputy Director DiPilato, and Burke Branch Manager, Kyle Maier. Ms. Ruggiero has a budget for outdoor art and Burke was in the queue because they had removed the parking lot mural there. Ruggiero outlined the process for public art decisions and installation. In October, the Office of the Arts would notify the community about the project. There would be a committee with representation from the Library (two staff members and the Board Chair).

Ms. Hahn asked about the status of Burke's ground floor. Director Dawson reported no information/updates. Library Administration has been told that the City is waiting for the final City-wide facility assessment to be completed before any decisions will be made.

The meeting was adjourned at 5:28pm.