

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, October 20, 2014 at 5:00 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, A. Paul, G. Day-Fuller, H. Desfosses, W. Brierre, and A. Silberberg.

Staff present were Director Dawson, Deputy Director DiPilato, and Administrative Officer Wesson.

Guests present were Chuck Ziegler, Vice President of the Friends of the Beatley Central Library, Beatley Friends member Gary Hacker, Central Library Manager Cindy Thornley, Lynda Rudd, Technical Services Manager, and Patricia Evans, membership chair for Burke Branch Friends and Board member for the Law Library.

Mr. Ziegler stated that all lead functions of the Friends of the Beatley Central Library had been filled with the exception of the marketing lead. He said that as of today's date, the Beatley Friends had raised just under \$18,000 thanks to the many generous book donations and acquired 30 new memberships at the book sale, bringing the membership to 235. Mr. Ziegler stated that the Beatley Friends advocacy group would be meeting with the new Central Library Manager to discuss alignment of goals with the city's strategic plan. Finally, he noted that Marjorie Beatley, wife of former Mayor Charles E. Beatley, the central library's namesake, had recently passed away and family had generously suggested that donations in Mrs. Beatley's memory be made to the Beatley Friends.

Patricia Evans informed the board that the Burke Branch Friends group were 87 members strong and had also recently had a book sale.

The Year-To-Date statistics are as follows:

| DIVISION | CIRCULATION | CIRCULATION PERCENTAGE INC/DEC | PATRON COUNT | PATRON COUNT PERCENTAGE INC/DEC |
|--------------------------------|--------------------|---|-------------------------|--|
| BARRETT | 47,851 | 7.72% | 32,004 | 1.75% |
| BEATLEY | 175,252 | -1.22% | 78,696 | -4.44% |
| BURKE | 35,475 | -1.71% | 24,954 | -17.90% |
| DUNCAN | 89,760 | 4.05% | 48,223 | -27.76% |
| SPECIAL COLLECTIONS | 3,297 | 18.13% | 4,059 | -23.13% |
| TALKING BOOKS | 2,305 | 159.86% | 575 | -5.74% |
| EMATERIALS | 30,910 | 16.98% | | |
| TOTAL | 384,850 | 2.82% | 188,511- 13 | -13.07% |

| | | |
|-----------------------------------|---|--------|
| REGISTERED BORROWERS | 137,102 | 7.45% |
| EBORROWERS | 18,501 | 22.40% |
| LIBRARY MATERIALS | 521,199 | 6.69% |
| LIBRARY WEBSITE VISITS | 143,358 | 10.79% |
| LIBRARY WEBSITE PAGES USED | 1,339,602 | 11.47% |
| WIRELESS USERS | 10,500 | 25.42% |
| MEETING ROOMS | 592 Meetings (MONTHLY) \$765.00 (YTD) | |

MONTHLY INTERNET COMPUTER UTILIZATION:

| | No. of Terminals- Automated Signup | No. of Sessions | Utilization |
|----------------|---|------------------------|--------------------|
| Barrett | 8 | 1,520 | 74.89% |
| Beatley | 30 | 5,611 | 64.11% |
| Burke | 16 | 1,759 | 54.90% |
| Duncan | 9 | 947 | 45.28% |
| TOTAL | 63 | 9,751 | 60.79% |

Ms. Desfosses moved to approve the September 2014 minutes as amended. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson reported that the patron count had decreased by 13% but circulation had increased by nearly 3%. This was due in part to increases in eborrowers and remote usage. Patrons were able to renew items remotely and the number of renewals recently increased. Internet computer usage was relatively low compared to what it used to be, as more people have been using the library's wi-fi. Library staff had been seeing more ACPS students using tablets, as the school system issues them to high school students.

Director Dawson reported that the Office of Management and Budget had been conducting presentations to staff and was moving toward a multi-year budget, as many other cities do. OMB had been seeking input via a community survey, asking participants to prioritize the 18 goal areas. The Library's needs assessment provides tie-ins to the city's strategic plan goals and focus area teams. The Library had offered to distribute postcards encouraging people to participate in the survey. Library staff would be provided with talking points to share with customers outlining the goals which the Library might fall under.

Director Dawson reported that she would be attending the Library of Virginia's annual Public Library Director's meeting this week and hoped to get additional information

pertaining to State Aid which she would share with the board by email.

Director Dawson reported that the Mayor had received another complaint about the homeless population using the Barrett Library. She had responded to the complaint informing the resident that the Library was a City warming and cooling center, and that all visitors are welcome. She also informed the resident that the Library had hired a security guard. The Director noted that the Library intends to use personnel savings to pay for the guard. Alexandria Police Department was making regular visits to the branch. Deputy Director DiPilato and Barrett Branch Manager James Cahill had contacted the Department of Human Services to discuss the homeless visitors that frequent the branch. Director Dawson would be meeting with Deputy City Manager Debra Collins, Police Chief Cook, and the Director of the Department of Community and Human Services about the situation. Ms. Desfosses said that she had received a call that she had heard there was trouble at the Barrett Branch, and she had replied that Barrett was the branch she frequents and that the Library staff and Board were aware of and were addressing the issues. Director Dawson added that she had personally met the new security guard and was impressed with her. She also said that she would raise the question with city officials about being able to enforce that people stand 25 feet away from the door when smoking. Ms. Desfosses said that she had noticed that more individuals seemed to be bringing in luggage as they enter. Director Dawson replied that the security guard was emphasizing to those with luggage that they cannot block chairs, aisles, etc. with their bags. She noted that some libraries have limited the number of bags they can bring into the library. Director Dawson stated that the security guard was working 1-5pm, and that most homeless individuals leave the library in the evening for dinner. Deputy Director Dipilato added that she and Barrett staff had tracked the incidents that had been occurring and most occurred in this time period. Staff already had a buddy system in place when they leave the building. The Director noted that the patron who had complained was appreciative of what the library had put in place and that she had asked the mayor what he would be doing in addition to this. The Library would be requesting funds to continue the security guard in FY16.

Director Dawson reported that the additional mural in the children's section of Beatley Library had been completed thanks to additional funding from the Beatley Friends. She also reported that electrical starters for the boiler were not in so the heat would not be turned on this week. There had been no more discussion regarding the chiller, so she was making an assumption that she would be notified as General Services moves or progresses on that project.

Director Dawson reported that she had met with General Services, the Department of Planning and Zoning, and a contractor and had been informed that the Burke Branch bio-retention project would begin soon. The Director reported that she had responded to a letter concerning the return of the first floor of the Burke Branch to the Library. She informed the patron that she was aware that other city departments are interested in the space as well.

Director Dawson reported that the Duncan Branch looked beautiful after its recent landscaping paid for by the Friends of Duncan Library, and she hoped to install benches to complement the landscaping.

Mrs. Paul reported that the Library was a quarter through the fiscal year and had spent 21.9% of the budget and 42.7% of State Aid. The Library had collected \$66,826.25 of the \$260,000 requirement and for the first time in several years, the Library was projecting a surplus of approximately \$7,300.

Ms. Desfosses reported that she and Mr. Brierre were co-chairing the Investment Committee. The committee's membership consisted of herself, Mr. Brierre, and Mrs. Paul, with Ms. Schloeder serving as ex-officio member, and Division Chief of Administrative Services Linda Wesson providing staff support. She announced that the committee would meet on November 6 at 10am in the Dickman Board Room.

Director Dawson reported that the Law Library had hired a consultant to make recommendations to the Law Library Board with viable options due to the fact that they took a hefty cut in last year's budget cycle. The report's conclusions were sent to the Law Library Board. Law Library board member Patricia Evans stated that the Law Library Board had met twice since the report was presented to them. The Board had begun taking several steps that the consultant had recommended, including reviewing their financials, taking a complete inventory, and surveying bar association members. She stated that the Board would be meeting to review the survey results. After some additional discussion, Director Dawson stated that some of the consultant's options involved the public library and this issue would continue to be discussed and that she expected the city to request input from the Library Board in the future. She cautioned the Board that the upcoming tight budget was a concern since adding the Law Library to the public library would require some funding to get a new operation underway. Startup costs would include cataloging the Law Library's items and bringing their records to the same level as the Library's records. Ms. Evans stated that the Law Library Board would need to make some recommendations before the Library Board could make decisions. She noted that the Law Library had steady income but did not know if that would continue. The Law Library also had investment funds that could be used toward the cost of merging the two catalogs.

Director Dawson presented the annual audit and asked that the Board review and accept it at the December board meeting.

Ms. Schloeder asked about the status of the procedure on vending trucks, noting that there was one at Beatley for the Fall Festival. Director Dawson stated that procedures were being prepared that would provide standards for staff to follow.

Ms. Schloeder announced that she would not be at the December board meeting, and that Vice Chair Fitzgerald would serve as chair for that meeting.

Ms. Schloeder announced that there would be a special meeting on Thursday, January 22 at 5pm to receive a presentation about the needs assessment so the Board could approve the Library's plan to implement the study's recommendations.

Vice Mayor Silberberg thanked the Board for adjusting the time of the Library Board meeting so that she could attend and do whatever she could for the Library.

Ms. Desfosses moved to adjourn the meeting at 6:24pm. Mr. Brierre seconded the motion which was approved unanimously.