

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, December 16, 2013 at 4:07pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, R. Hobson, A. Paul, G. Day-Fuller, and H. Desfosses, and A. Silberberg.

Staff present were Director Dawson, Deputy Director Renner, Administrative Officer Wesson, Human Resources Manager Veronica Matthews, and Communications Officer Kimberly Nathaniel.

Guests present were Chuck Ziegler, Vice President of the Friends of the Beatley Central Library and Beatley Friends members Annabelle Reitman and Gary Hacker, and General Services Director Jeremy McPike.

Mrs. Schloeder remembered former City Manager Vola Lawson, whose memorial service had been attended by Director Dawson and many others earlier in the day.

General Services Director Jeremy McPike presented a report on the current conditions at the Beatley Central Library. He said that the recent air quality tests showed that those areas which had previously been slightly elevated (though still in acceptable ranges) now showed even lower readings of mold. They would have professional mitigation of those areas that are elevated, even though they were still in acceptable ranges. Roofers have added scuppers and added additional capacity to drains. Seasonal maintenance will be required.

McPike stated that an inspection of all boiler room components had been completed, including resealing the boiler room. In the spring, a boiler replacement project was scheduled. Contractors had replaced over 168 valves over the last year, and a "handful more" would be completed in the spring to complete the project. He stated that there had been no additional issues in this regard, since the major replacement.

McPike stated that he was confident that the water intrusion issues on the front end of the building had been resolved. The carpeting project will move forward with carpet replacement in the children's area and the meeting room.

Ms. Desfosses stated that she had been on the Library Board for eight to nine months, and that every month there had been a problem with either aesthetics, health, or use.

McPike stated that two areas of water intrusion remain: a valve that broke the week before and an internal downspout over the Fiction corner of the building. Adding additional scuppers had helped to resolve part of the problem, but additional work needed to be done on the roof.

Ms. Desfosses asked about the procurement process for the water mitigation. McPike replied that the scope of the request for proposal(RFP) might be revised, based on the pending study by the independent consultant contacted by the library. Mrs. Schloeder said that the consultant was traveling and was not able to provide a study in time for this board meeting. She added that paying for the study would be within the means of the Beatley Friends and the Alexandria Library Foundation.

Ms. Desfosses stated that a lot of money had been set aside for building repairs and she asked how much had been spent. Director McPike responded that approximately \$100,000 out of the \$564,000 had been spent. Ms. Poillucci added that the carpet replacement would cost about \$300,000. Director McPike stated that they had not seen additional leaks since the recent repairs.

Ms Poillucci said that the air quality was actually better than before. Vice Mayor Silberberg said “We just want it fixed.” Director McPike stated that they wanted to start selecting carpet and moving forward on those areas that are ready. He noted that there would be a little bit of disruption during the work period, but that General Services would work with the staff to schedule it with minimal disruption to service. Mrs. Schloeder asked if the remaining 30 valves could be inspected, since they could not be replaced until spring. Director McPike replied that they had been inspected.

Director McPike stated that there had been questions about the lighting upgrade, and the fact that white spots were appearing on them. He said that the lens covers were pressing against the LED bulbs themselves, causing the spots. General Services was working with the manufacturer of the fixtures to replace them.

Director Dawson stated that General Services had been ready to move forward on the painting. She had held up the process because Beatley staff had been working with the Beatley Friends on a project to replace furniture. She did not want to move forward with the painting in case the Library was not in a position to fund the redesign as it was currently planned, since it included murals. If the murals could not be funded, then an alternate plan was to wrap the columns with stencils, and the choice would affect the colors chosen for the walls.

Director McPike stated that \$150,000 per year is budgeted for capital facilities for the Library. In the out-years, additional carpet was planned in FY15, FY16 and FY17. An exterior lighting upgrade was planned for FY17. He added that Library projects compete with those of all other city projects and that the proposed budget would be voted on in upcoming months.

Ms. Poillucci commented that she had recently received a letter from the Beatley Friends in which they expressed concern about safety related to the exterior lighting at Beatley. She stated that it is difficult to change the existing parking lot lights, and that the planned upgrade would switch the bulbs to LEDs which would be easier to replace and that replacement would be needed less frequently. Beatley Friends Vice President Ziegler noted that an assessment by Alexandria Police Department might contribute to the budget request.

Director McPike noted that a reconfiguration of the Burke Branch’s first floor, to be completed after Alexandria City Public Schools staff vacate the building July 1, 2014, had also added to the Capital Improvement Project(CIP) budget request for FY15. Vice Mayor Silberberg reiterated Director McPike’s point that the Library would be competing in a tight budget year, against a “smorgasbord of consideration”.

Director Dawson stated that all projects would be ranked, then the city manager would present his recommendations based on that ranking to City Council. She said that the process would determine what type of advocacy by the Library Board and Friends would be necessary. Ms. Desfosses stated that advocacy in the spring would be warranted. Director Dawson stated that the Library had a number of needs, and we have to prioritize them and move on those at the top of the list. Vice Mayor Silberberg replied that they did not have to choose between making parking lots safe and renovating Burke, adding that libraries are high touch, provide educational opportunities to people who have no means, and to people who have means. She said “Libraries build community and this library, designed by Michael Graves - we need to fix whatever needs to be fixed.” She added that Deputy City Manager Michelle Evans was on top of the situation. Director McPike stated that General Services had its best heating and air conditioning mechanic on the team working on Beatley’s water issues, and the team included “smart people who have fixed a lot of engineering issues, pump upgrades, reengineered, and who take a lot of pride in

making sure the buildings are in good shape. I have every bit of confidence in the staff assigned to this building.” Mrs. Schloeder thanked Director McPike and his staff.

Ms. Poillucci added that General Services would be putting an RFP out for the bio-retention project at the Burke Branch, which would include adding bio-retention underground, extending the parking lot, and adding some parking spaces. The project is planned for the ACPS spring break, in April 2014. Mrs. Schloeder stated that the Library Board had previously requested that no parking spaces would be lost. Ms. Poillucci said that there would be some temporary disruption, and that people may not be able to reach the book return.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	78,099	5.87%	45,526	-9.77%
BEATLEY	299,886	5.53%	137,409	-3.73%
BURKE	57,774	1.19%	46,814	2.04%
DUNCAN	143,035	4.62%	77,869	-28.69%
SPECIAL COLLECTIONS	5,054	6.40%	8,392	4.85%
TALKING BOOKS**	5,104	156.61%	1,048	5.12%
EMATERIALS	42,598	60.52%		
TOTAL	631,550	7.95%	317,058	-11.25%

**All branches received new patron door counters in July 2013, which have affected the totals, in addition to a downward trend noted in public libraries in Virginia.*

***Due to Government shutdown, the National Library Service had not updated their statistical information.*

REGISTERED BORROWERS	129,614	-3.78%
EBORROWERS	15,566	28.15%
LIBRARY MATERIALS	500,966	2.94%
LIBRARY WEBSITE VISITS	205,348	44.04%
LIBRARY WEBSITE PAGES USED	1,931,385	145.40%
WIRELESS USERS	14,349	N/A
MEETING ROOMS	179 Meetings (MONTHLY) \$1,250.00 (YTD)	

**MONTHLY INTERNET COMPUTER
UTILIZATION:**

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,455	72.44%
Beatley	30	5,261	61.99%
Burke	16	1,880	53.83%
Duncan	9	906	41.00%
TOTAL	63	9,502	58.57%

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

Director Dawson reported that monthly activity was consistent with previous months, with circulation up and patron count down. She noted that staff were preparing the FY15 Library budget and that the City Council work session for the Healthy Families Focus Area Team had been cancelled and would be rescheduled in January.

Director Dawson reported that the needs assessment was progressing, with over 3000 surveys collected, telephone surveys had been completed, and executive leadership interviews with community leaders were being scheduled. The executive leadership interviews would include leaders in the community, Library Friends groups' presidents, and leaders of local nonprofits. Preliminary results of the needs assessment are expected to be available in the spring.

Mrs. Paul reported that the Library had spent 37% of its budget and 34% of its State Aid budget. The Library had received to date \$170,026 and would not meet the fines and fees requirement. Director Dawson commented that the Library was pleased that people were returning books, but that fines and fees would be about \$16,000 short. Mrs. Desfosses asked if the Library could ask the City to reduce the target. Director Dawson replied that staff had made that request for the FY14 budget, and would again for the FY15 budget.

Mr. Hobson reported that for period of 22 yrs from 1991 to present, the Library investment account had not performed as well as the benchmark, but had performed better for the last ten years, the last three years, and the last three months. He stated that these results were satisfactory.

Director Dawson then reported on the list of items that had been identified by library staff for conservation. She noted that estimates of worth had been provided by various people who specialized in certain areas. The conservation estimate was approximately \$22,000. Mrs. Schloeder asked if there were restrictions on spending the principal from the Mourot funds. Director Dawson replied that there was no such restriction; the only restrictions were based on the wishes of the Mourots, pertaining to expenditure guidelines.

Mr. Fitzgerald and Mrs. Paul stated that they were opposed to spending the principal. Mrs. Schloeder asked if Bryant funds could be used. Director Dawson stated that since the time that the Special Collections budget was cut, Mourot funds had been used to fund their purchases. Currently, however, the Library was using Bryant funds to fund their purchases since Mourot interest had been expended. Mr. Fitzgerald asked for additional information on how much was included in the Mourot fund, as well as what the Library wanted to spend it on. Mrs. Paul stated that the Mourots specialized in antiques, but she did not know that it was practical for the Library

to purchase books on that topic, that it might be better to spend the funds on conservation. Mr. Fitzgerald said that digitization of the valuable items could be considered, to make them available to users. Mrs. Schloeder said that the conversation would be continued at the next meeting. Mr. Fitzgerald said that he would talk with Special Collections Branch Manager George Combs before the next regular board meeting about the items in need of conservation.

Director Dawson reported that Beatley staff had been working with Beatley Friends on a redesign of the children's area, including flooring and painting. Staff had planned on it being a small project until the Friends offered over \$34,000 to assist with upgrading the area. The project could not move forward until the water intrusion issues were resolved. The Friends were recommending that the Library and/or the Alexandria Library Foundation would fund half of the expenditures. Director Dawson suggested that if the Friends would commit to funding the items in attachment C of their proposal, the Library will commit to funding the items in attachment B. Mrs. Desfosses stated that she would support that, and that she thought it was a very elegant plan. Mrs. Schloeder stated that if the contribution was for something physical, like the juvenile reference desk in attachment C, that it would make sense to place a plaque on it to recognize the Friends' contribution. Mrs. Paul asked why the mural artist was selected and whether other artists had been considered. Mr. Ziegler, Friends President replied that one or two others had been considered, but the selected artist's designs were completely superior to the other artists. Director Dawson stated that if the Friends accept the Library's proposal, then the Library and Foundation could discuss the artwork. Ms. Reitman stated that the murals would be an interactive, teaching tool. Mrs. Desfosses moved that the Friends' challenge be accepted and that the counterproposal be accepted by the board in which the Library and the Alexandria Library Foundation would fund attachment B in the amount of \$34,398 and the Friends of the Beatley Central Library would commit to attachment C in the amount of \$33,148. Mrs. Day-Fuller seconded the motion which was approved unanimously.

Mr. Hobson moved to adjourn the meeting at 5:52pm. Mrs. Paul seconded the motion which was approved unanimously.