

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, December 19, 2015 at 4:00 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, and W. Brierre. Members absent were G. Day-Fuller, A. Paul, and A. Silberberg.

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 and Chair of Advocacy for the Friends of the Beatley Central Library, and the Library's Human Resources Manager Ross Farley.

Mr. Ziegler reported that the Beatley Friends' fall book sale had netted nearly \$20,000. They had approximately \$43,000 plus an additional \$15,000 in reserve, and had requested proposals from the Central Library Manager on which to use the funds. Mr. Ziegler encouraged Library Board members to visit the Beatley Friends' new website at <http://beatleyfriends.org/> and he reviewed recent and upcoming advocacy efforts, including a letter recently sent to City Council.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
Barrett	81,396	4.47%	40,345	-20.66%
Beatley	281,600	-1.93%	130,943	0.67%
Burke	48,591	-17.34%	35,630	-14.73%
Duncan	138,695	-4.09%	64,368	-25.93%
Special Collections	6,941	33.69%	7,575	7.16%
Talking Books	2,604	-28.34%	1,004	27.90%
Law Library			705	N/A
Ematerials	67,904	49.08%		
TOTAL	627,731	0.78%	280,570	-11.62%

Registered Borrowers***	97,341	-30.72%
EBorrowers	21,966	15.95%
Library Materials	472,455	17.48%
Library Website Visits	241,147	27.53%
Library Website Pages Used	2,467,099	9.18%
Wireless Users	28,047	95.46%
Passports (# Processed)	289	
Proctoring (# Exams)	8	

***Reduction due to annual purge of patron database.

**MONTHLY INTERNET COMPUTER
UTILIZATION:**

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,104	56.08%
Beatley	30	4,369	48.12%
Burke	16	967	38.27%
Duncan	9	1,408	41.59%
TOTAL	63	7,848	58.57%

Mr. Fitzgerald moved to approve the October 2015 minutes. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report, noting that there were no significant changes.

Director Dawson reported that the Library had moved its integrated library server into the cloud successfully. The move to the cloud will allow the staff to access the system remotely; for example, they would be able to issue library cards at events outside of the library, such as farmer's markets that staff regularly visit. IT staff no longer has to focus on the maintenance of that server, since the vendor Sirsidynix maintains the server at its location; this would allow them to work on other things such as training, makerspaces, etc.

Director Dawson reviewed a budget update she had sent to the Board on December 1, 2015, outlining the FY17 service reductions and savings she had presented to the City's Office of Management and Budget (OMB) for consideration. The reductions total \$336,509. The Board decided to send a memo to OMB stating that the Library Board supports the cuts proposed by the Library Director, but does not support the removal of the security guard at the Barrett Branch, and requesting a supplemental for additional materials funds.

Director Dawson reported that the Beatley Library held a unique new adult coloring program, which drew 75 attendees. Staff research had found that adult coloring books are in high demand at book stores, and have been shown to be a good stress reducing activity. The Director received three emails of support regarding the program, and requesting additional programs in the future. The Director reported that the Barrett Library had had a successful open house, and the Barrett Friends' book sale had raised \$4,500. The Burke Branch was offering a mobile makerspace for young adults twice a week. The Request for Proposal for space planning of the first floor had drawn the interest of several contractors. There was interest in developing a 3D training program, potentially making use of Burke's first floor. Duncan Branch's manager, Brack Stovall, was looking at making math GED training available as a program for library customers.

Director Dawson announced that Special Collections, with assistance from Technical Services staff, would be posting a website feature remembering former Library Board member William Francis Smith and his generous donations of photographs of historic Alexandria, as well as his collection of Cazenove papers. Library staff had found among the papers some signed by John Quincy Adams, Patrick Henry, and others. They would be looking at developing a lecture series based on these items.

Director Dawson announced that the Law Librarian, Theresa Reiss, was applying to become a notary, based on recommendations and requests from her customers.

Director Dawson reported that she would attend ConnectEd training at the White House. ConnectEd is President Obama's push for all public school students to get a library card. Mayor Euille and Superintendent Crawley had signed on to support the initiative.

Director Dawson reported that Librarian Rebecca LaPlante had received the City Manager's Just Say Thanks Award in December. She had been nominated by her peers, and the award was presented by Deputy City Manager Debra Collins.

Director Dawson reported that the Library was in its fifth month of the fiscal year and had spent 39% of the budget. 64% of State Aid had been spent, due to the fact that we had paid for a number of databases early in the fiscal year. She reported that the Library had made \$122,000 of the \$272,000 fines and fees requirement, ahead of schedule due to the revenues from passport services.

Ms. Desfosses said that she and Mr. Brierre would like to postpone reporting on the draft November 2, 2015 Investment Committee report, regarding the Board's investment policy, sent to the board members in November.

Director Dawson reported the annual audit did not have any significant findings, but did note two deficiencies. The auditor explained that they were related to the controls within our year-end process, and recording the accruals at the year-end. Ms. Schloeder added that the auditors had spoken with her and had explained the results. Director Dawson noted that the administrative team would receive training as a group in January from Kositzka Wicks to review the accounting controls. Ms. Desfosses moved to accept the audit as delivered. Mr. Brierre seconded the motion which was approved unanimously.

Mr. Fitzgerald moved to adjourn the meeting at 5:30pm. Mr. Brierre seconded the motion which was approved unanimously.