

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Thursday, February 18, 2016 at 4:00 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, H. Desfosses, G. Day-Fuller, W. Brierre, and W. Bailey. Members absent were O. Fitzgerald (excused) and A. Paul (deceased).

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

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
Barrett	111,515	2.88%	53,098	-22.97%
Beatley	418,741	3.50%	174,553	0.65%
Burke	67,235	-19.25%	47,471	-19.32%
Duncan	189,217	-5.46%	86,558	-26.92%
Local History/Spec. Colls.	8,423	20.85%	10,225	1.27%
Talking Books	3,757	-28.78%	1,371	-4.33%
Law Library			1,021	N/A
Ematerials	91,942	39.18%		
TOTAL	890,830	1.85%	374,297	-13.19%

Registered Borrowers*	98,984	-6.36%
EBorrowers	22,512	15.44%
Library Materials	476,465	36.87%
Library Website Visits	338,343	3.53%
Library Website Pages Used	3,405,358	4.21%
Wireless Users	38,867	30.98%
Passports (# Processed)	2,106	
Proctoring (# Exams)	61	

*Reduction due to annual purge of patron database.

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals-Automated Signup	No. of Sessions	Utilization
Barrett	8	884	48.34%
Beatley	30	3,370	40.10%
Burke	16	816	38.15%
Duncan	9	1,278	40.80%
TOTAL	63	6,348	40.64%

Ms. Desfosses moved to approve the December 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's new passport service was going well. The State Department agreed to allow additional staff to be trained via webinar, rather than in person. She informed the Board that the Library Foundation would be participating in Spring2Action in April. She reported that she had attended training at the White House on January 19, as the Library moves forward with participating in the White House Initiative ConnectED, which focuses on getting a library card in the hands of every child. She would be meeting with the superintendent in the spring to discuss how to roll out the program with ACPS students. She added that the Library also planned to work with the local private schools and homeschoolers in this initiative. Director Dawson reported that she had also obtained a commitment from the City of Alexandria Human Resources Department to also ensure that all city employees would receive a library card application with their onboarding materials. Library Human Resources Manager Ross Farley would be working with HR to move forward with this initiative.

Director Dawson reported that the City Manager would announce the proposed FY17 budget on February 23. She stated that the Healthy and Thriving Focus Area Team had discussed what they would do if it was not necessary to take a full 5% budget cut. Director Dawson told the group that the security guard at the Barrett Branch would stay in place, and that she would double the request for materials, in order to maintain the materials budget at the FY16 level.

Director Dawson reported that she and Deputy Director DiPilato had met with the Law Library Board to discuss some outstanding issues. The Law Library Board has some money that they wanted to transfer to the Library to be used for the Law Library. Unfortunately, the Law Library Board did not have a quorum and they were not able to vote on the funds transfer. However, they promised that at a minimum they would give the Library \$25,000 within the next two weeks. This would assist with funding a contract cataloguer to catalog the collection. The Board will keep any bar dues in their own account so they can donate monies to the Library for the projects they would like to support.

Director Dawson reported that the City's Purchasing Department had released the RFP for the space planning of the first floor of the Burke Branch Library. She added that she and Deputy Director DiPilato would serve on the vendor selection advisory committee.

Director Dawson reported that the Library had spent 59.34% of the budget and spent 69% of State Aid. The Library made more than \$211,000 of the \$272,000 fines and fees requirement. By the end of the year, Library staff expect to earn approximately \$362,000; the overage is due to passport fee income. Some of this additional money would be put back into the service to provide additional supplies and create a designated area for the service.

Ms. Desfosses presented the Investment Committee report, stating that it was the committee's recommendation that the Library retain its current investment policy. Ms. Desfosses also stated the committee recommended that the Library keep BB&T as its investment bank, as it was meeting the library's investment goals. Mrs. Schloeder said that she was bothered that the Library had not reviewed the fees in over 15 years but accepted the investment committee's recommendation. Ms. Desfosses stated that the Board could revisit this again with future presentations from BB&T. BB&T is scheduled to come in mid-June to address the Board.

Kathleen presented a resolution in memory of former Board Member Anne Paul, on the occasion of her death.

At 5:15pm, Ms. Day-Fuller moved to go into executive session to discuss a personnel matter. Ms. Desfosses seconded the motion which was approved unanimously.

Ms. Day-Fuller moved to reconvene in open session at 5:25pm. Ms. Desfosses seconded the motion which was approved unanimously.

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