

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Thursday, February 26, 2015 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, G. Day-Fuller, H. Desfosses, and W. Brierre. Members absent were A. Paul and A. Silberberg.

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

Guests present were Chuck Ziegler, Vice President for Advocacy of the Friends of the Beatley Central Library, and David Rothman.

Mr. Ziegler expressed concern on behalf of the Friends of the Beatley Central Library regarding the recent burst water pipe at the Beatley Library. He stated that the Board would understand the Friends' concern, considering that during the fiscal years 2012 to 2014, the Friends had either disbursed or pledged a total of \$90,000 for physical protection and upgrades to the Beatley Library infrastructure. He added that the Friends urged that the exact cause of the burst pipe be determined, that steps be taken to prevent other such incidents, including perhaps a modest study to determine what cost-effective steps might be taken to that end, and that the results of any such study and any preventive measures undertaken be made publicly available.

Mr. Rothman stated that he was in favor of City Council approving a surtax that would support an increase to Library materials. He suggested reaching out to the Chamber of Commerce, real estate businesses, and others in the business community to plug the point that the Library is an economic driver in the community. Mrs. Desfosses stated that she had commented on the idea of the Library's importance to the business community at a recent City Council meeting.

The Year-To-Date statistics are as follows:

<b>DIVISION</b>	<b>CIRCULATION</b>	<b>CIRCULATION PERCENTAGE INC/DEC</b>	<b>PATRON COUNT</b>	<b>PATRON COUNT PERCENTAGE INC/DEC</b>
<b>BARRETT</b>	104,678	2.54%	76,621	9.67%
<b>BEATLEY</b>	404,584	4.82%	173,427	-6.11%
<b>BURKE</b>	80,422	4.16%	58,838	-2.99%
<b>DUNCAN</b>	193,394	3.37%	99,546	-30.42%
<b>SPECIAL COLLECTIONS</b>	6,970	3.91%	10,097	-7.13%
<b>TALKING BOOKS</b>	5,275	67.78%	1,433	2.95%
<b>EMATERIALS</b>	65,746	7.33%		
<b>TOTAL</b>	<b>861,069</b>	<b>4.57%</b>	<b>419,962</b>	<b>-10.75%</b>

<b>REGISTERED BORROWERS*</b>	105,707	-19.32%
<b>EBORROWERS</b>	19,501	18.73%
<b>LIBRARY MATERIALS**</b>	450,877	-8.43%
<b>LIBRARY WEBSITE VISITS</b>	326,818	14.80%

<b>LIBRARY WEBSITE PAGES USED</b>	3,267,876	21.32%
<b>WIRELESS USERS</b>	29,675	52.68%
<b>MEETING ROOMS</b>	160 Meetings (MONTHLY) \$1,730.00 (YTD)	

*\*Annual purge of patron records was completed in January 2015, removing patrons without fines who had not used their library cards since 2009.*

*\*\*The integrated library system database was also cleaned in January 2015, removing items which had been discarded from the system since 2009.*

**MONTHLY INTERNET COMPUTER UTILIZATION:**

	<b>No. of Terminals-Automated Signup</b>	<b>No. of Sessions</b>	<b>Utilization</b>
<b>Barrett</b>	8	1,203	67.30%
<b>Beatley</b>	30	4,632	55.42%
<b>Burke</b>	16	1,655	52.13%
<b>Duncan</b>	9	908	38.66%
<b>TOTAL</b>	<b>63</b>	<b>8,398</b>	<b>53.87%</b>

Mr. Brierre moved to approve the December 2014 minutes. Ms. Desfosses seconded the motion and it was approved unanimously.

Director Dawson presented the monthly activity report, noting that the number of borrowers had decreased due to an annual purge of the database. She reported that Acting City Manager Mark Jinks would submit the City's budget proposal to City Council on March 3. She complimented Ms. Schloeder and Ms. Desfosses on their presentations at the recent Council public hearing. She also thanked Vice Mayor Silberberg for her question at that hearing pertaining to the Library's request to renovate the Burke Branch ground floor. The Director added that the Library had made a Capital Improvement Project (CIP) Budget request for funding to implement a design study for the space.

Ms. Schloeder thanked Mr. Ziegler and Ms. Nancy Blanton for testifying at the City Council's public hearing in support of the Library.

Director Dawson reported on the fire sprinkler incident that took place at the Beatley Library on February 16. Library staff received a phone call from Stanley at 5:30pm that they were dispatching police due to unusual sounds in the building. When police arrived, they saw water coming down from the ceiling and called the fire department to assist. There was a heat failure in an exterior facilities room. As a result, there was a pipe break due to the extreme cold temperatures. The Library was fortunate regarding the location of the leak, as it did not affect library materials. All repair work had since been completed with great credit given to the Department of General Services. The leak, which had occurred during the midst of a severe snowstorm, could not be addressed by vendors that General Services attempted to contact. They were occupied repairing other plumbing issues. They pulled some staff from snow crews to address the leak, and Jeremy McPike, the Director of General Services, Deputy Director Titania Cross, Donna Poillucci, and several other GS staff worked side by side to directly address the leak issues. All areas were dried and there was no danger of mold. Computers, materials, and furniture received no damage. There was some remaining water in some of the outlets which was being addressed. Carpet and walls experienced approximately \$16,000 of damage.

Director Dawson reported that HR Manager Veronica Matthews had submitted her resignation. The City had approved the filling of the position and the Library had received a number of applications.

Director Dawson reported that the Law Library had requested an increase of fees in the City's legislative packet to the General Assembly but it did not meet with approval to move forward. The Law Library is working on a job description for an employee to run their library but they don't know if the City will fund it. The Director had informed the Law Library Board that the Library would like to assist in keeping their facility operational but the Library has priorities of its own. It has been made clear that we would need a position and funding in order to incorporate the Law Library into the Alexandria Library. In addition, the Law Library Board would have to dissolve and their current board could function as a Friends group. The Law Library Board intends to send a letter to the Library Board to formalize their interest and they offered to make a presentation to explain their intentions.

Ms. Desfosses complimented Katie Dow on her presentation to Senior Services. She said that Ms. Dow was an excellent speaker, offering her knowledge as a travel expert and represented the Library very nicely.

Ms. Schloeder asked if Director Dawson had received confirmation on the Library's authority to close the libraries as needed. Director Dawson replied that she had not received an official response, but she spoke with City Attorney Jim Banks who confirmed informally that this board has that authority.

Ms. Schloeder reported that she and Ms. Day-Fuller had had their terms on the Board renewed for the next two years.

Director Dawson reported that the Library had spent 56% of the budget and 59.5% of the State Aid. Ms. Schloeder asked if the Director had heard from the City on how they will handle the State Aid cuts. Director Dawson replied that she had not heard yet. She noted that the Library is currently expecting a surplus of about \$8,000 in fines and fees.

Mr. Brierre reported that the investment portfolio had increased 6.71% in comparison to the benchmark of 7.14%. Ms. Desfosses reported that the Investment Committee would be reviewing other investment banks. Mr. Brierre said that he had recently met with BB&T and found them to be a conservative investment group. He was impressed with them, noting that they demonstrated safe management of the Library's portfolio.

Ms. Desfosses reported that the Investment Committee had met with Deputy City Manager Laura Triggs. While the Library had recently updated its investment policy, the City's policy is much more detailed and the Investment Committee wanted to ask Ms. Triggs if she would recommend incorporating some parts of the City's policy into the Library's policy. Ms. Triggs was very complimentary of the Library's policy and she did have recommendations, including doing a Request For Information (RFI) with some banks to ask them how they might help us. She offered suggestions on what to include on the investment policy and a conflict of interest policy.

Deputy Director DiPilato presented the Library's draft five year plan, which will be used as a communications and advocacy tool, as well as to provide guidance to the staff. Ms. DiPilato thanked Anton Murray, the Library's new Communications Officer, who designed the plan. She requested feedback from the Board by April 6. Ms. DiPilato noted that the plan was developed from the recent Needs Assessment which included extensive data collection, a demographic scan, 9 focus groups, 15 leadership interviews, almost 4,000 respondents, a benchmarking study of other library systems, and staff feedback. From all of the data, Library staff determined that we have seven focus areas: Support for learners of all ages; Library collections; Technology management and access; Library as community hub; Community relations, marketing, and branding; Organizational health and development; and Fundraising and advocacy. Ms. DiPilato stated that next steps included gathering feedback from the Library Board and Library staff, in addition to inviting Needs Assessment study participants back to share with them how their input will be used. She hoped to have the plan finalized before the April board meeting. The Board congratulated Ms. DiPilato and Mr. Murray and Ms. DiPilato thanked the Board for their support.

Ms. Desfosses moved to adjourn the meeting at 7:00pm. Mr. Brierre seconded the motion which was approved unanimously.