

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, April 18, 2016 at 4:03 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, G. Day-Fuller, W. Brierre, and F. Fannon. Member absent was W. Bailey.

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 of the Beatley Friends, and Sorin Cetina from the Department of Community and Human Services, as well as Library Human Resources Manager Ross Farley and Technical Services Manager Lynda Rudd.

Mr. Ziegler reported that the Beatley Friends had made over \$19,000 at their recent book sale, and were considering various projects to support Beatley with the funds. He noted that the Friends had invited Vice Mayor Justin Wilson to attend a recent Friends meeting, at which Mr. Wilson said that the Beatley envelope project remained funded in the proposed budget. Mr. Ziegler also said that the Beatley Friends were working on formulating its bylaws to become an independent 501(c)3 organization.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
Barrett	146,688	4.60%	68,258	-20.64%
Beatley	495,812	-3.53%	229,096	5.63%
Burke	86,930	-17.77%	63,215	-15.78%
Duncan	243,835	-5.29%	115,316	-21.24%
Law Library			1,473	N/A
Local History/Special Collections	10,576	15.57%	13,592	3.13%
Talking Books	5,084	-26.09%	1,745	-7.18%
Ematerials	105,677	19.39%		
TOTAL	1,094,602	-2.43%	492,695	-8.66%

Registered Borrowers*	101,058	-5.92%
EBorrowers	23,036	15.54%
Library Materials	457,332	30.22%
Library Website Visits	438,438	3.68%
Library Website Pages Used	4,389,312	3.53%
Wireless Users	50,816	29.87%
Passports (# Processed)	3,410	
Proctoring (# Exams)	116	

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

**MONTHLY INTERNET COMPUTER
UTILIZATION:**

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,205	49.41%
Beatley	30	4,557	40.37%
Burke	16	1,731	39.65%
Duncan	9	1,129	40.92%
TOTAL	63	8,622	47.66%

Ms. Desfosses moved to approve the February 2016 minutes. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report, noting that there were no significant changes. She thanked the Alexandria Library Foundation for the funds it provided through the 50-50 fundraising plan to purchase additional materials. The passport service at the Beatley Library continued to be very impressive, averaging 30 applications per day, and at times as many as 50 on a Sunday during a four hour period. Staff has been receiving “thank you” comments from customers. Director Dawson indicated that the service can be stressful on the staff, but the time spent on processing passports does not detract from the services the Library typically provides. She noted that Deputy Director DiPilato ensured that twelve staff members were trained to perform the service. The State Department has expressed interest in the triage method that Beatley has developed, in which a first line of staff ensures that customers have all necessary documents before they are placed in the queue, so that the process remains efficient.

Director Dawson reported that the Library Foundation would be participating in Spring2Action on April 20 and that Staff Day would be May 13.

Director Dawson reported that the Healthy and Thriving Focus Area Team recently met with City Council. She thanked Councilman Bailey for his questions at that meeting, which allowed her to address important information which was not addressed in the presentation that had been prepared by the Office of Management and Budget. The presentation focused on the Passport Service, which was referred to as an investment. Councilman Bailey’s questions allowed her to discuss the vacancies which were cut rather than unfunded, as well as the budget memo which Vice Mayor Wilson had requested regarding the addition of Sunday hours. Director Dawson added that Mayor Silberberg had also asked some questions which allowed her to discuss the significant reductions to the Library’s City Facilities Maintenance Program (CFMP). Director Dawson thanked Ms. Desfosses, who spoke at the public budget hearing on behalf of the Library.

Director Dawson noted that the preliminary add-delete process was scheduled for April 26 and the final add-delete would be May 2, with budget adoption on May 5.

Director Dawson reported that the Library received the \$25,000 that the Law Library Board had promised. She also reported that the Burke Branch would be receiving a new roof, and that she and Deputy Director DiPilato would be meeting with the Purchasing Department pertaining to the RFP for the space planning of the first floor of Burke. She also noted that she would be meeting

with the Friends of Special Collections to get their thoughts on the job description for the manager position of Local History/Special Collections.

Director Dawson provided the Treasurer's Report. She stated that the Library was three quarters through the fiscal year and had spent 75% of the budget and 77% of State Aid. The Library was projecting to make \$396,000 in fines and fees with a surplus of \$120,000 over the fines and fees requirement. Some of the overage would be put back into the passport service, to provide additional supplies and create a designated area for the service.

Ms. Desfosses reported that representatives from BB&T would be invited to prepare a report to the Investment Committee in June.

Ms. Schloeder noted that at the previous board meeting she had suggested changing the board meeting schedule. She said that there were particular reasons that the meetings were held on the third Monday rather than the second Monday. Also, she noted that City Council meets on the second and fourth Mondays, which would allow our Council Member to attend on the third Monday. She therefore withdrew her suggestion to change the meeting dates and times.

Ms. Schloeder said that Ms. Desfosses had volunteered, at the last meeting, to take on the role of Treasurer. Mr. Brierre moved to nominate Ms. Desfosses as Treasurer. Mr. Fannon seconded the motion which was approved unanimously.

Director Dawson reported that the City Manager had discussed with department heads how the elected officials should interact with the department heads. Mr. Jinks also released a memo outlining the responsibilities of the City Council, and citing the powers of the mayor related to the powers of the city manager. Director Dawson noted that since she does not report to the City Manager, the Library Board Chair would be the person with whom the city council and mayor should communicate.

Ms. Schloeder reported that she had attended a meeting about freedom of information. One of the recommendations made at the meeting was that board members have separate business and personal email addresses. This would prevent personal email accounts from being reviewed in the case of a FOIA request pertaining to Library business.

Ms. Schloeder appointed Ms. Day-Fuller and Mr. Fitzgerald to serve on the Director's evaluation committee. She asked Mr. Brierre to prepare the Board's annual report. She appointed Mr. Fannon to chair the nominating committee.

Deputy Director DiPilato announced that the Volunteer Recognition Day would be postponed to either Fall 2016 or next year.

Mr. Fitzgerald moved to adjourn the meeting at 4:55pm. Mr. Brierre seconded the motion which was approved unanimously.