

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, September 16, 2013 at 4:04 pm 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. Member absent was A. Silberberg.

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

Guests present were Chuck Ziegler, Vice President of the Friends of the Beatley Central Library and Beatley Friends members Richard McKinnon and Gary Hacker.

Director Dawson introduced the Library's new Human Resources Manager, Veronica Matthews.

Mr. Hobson moved to approve the June 2013 minutes as amended. Ms. Paul seconded the motion which was approved unanimously.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	33,265	6.99%	20,266	-7.36%
BEATLEY	128,383	3.58%	55,326	-20.02%
BURKE	25,307	-2.43%	18,268	-12.55%
DUNCAN	61,329	-0.90%	26,353	-42.87%
SPECIAL COLLECTIONS	1,920	-1.44%	3,398	-7.23%
TALKING BOOKS	2,147	203.68%	412	-1.90%
EMATERIALS	17,994	58.51%		
TOTAL	270,345	4.32%	124,023	-23.52%

**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.*

REGISTERED BORROWERS	126,218	-4.02%
EBORROWERS	14,803	29.36%
LIBRARY MATERIALS	497,126	2.93%
LIBRARY WEBSITE VISITS	88,595	20.27%
LIBRARY WEBSITE PAGES USED	818,900	145.23%
WIRELESS USERS	5,472	N/A
MEETING ROOMS	124 Meetings (MONTHLY) \$495.00 (YTD)	

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,624	74.20%
Beatley	30	6,145	67.37%
Burke	16	2,154	59.36%
Duncan	9	1,214	50.36%
TOTAL	63	11,137	64.10%

Chair Kathleen Schloeder announced that she had asked Ms. Desfosses to attend an upcoming seminar called Impact 2013, presented by ACT (Alexandria Community Trust). The session would focus on philanthropy with a session on governance for nonprofits.

Director Dawson reported that the overall patron count continued to decrease and circulation had decreased as well. She noted that discussions on the Virginia Public Library Director's listserv indicated that this pattern has been noticed by many other area library systems. The number of registered borrowers decreased due to the annual purge of older patron records. Alexandria continues, however, to have large numbers of registered borrowers in proportion to the city's population, due to the fact that Alexandria Library is a participating library in the Council of Governments reciprocity arrangement with other Northern Virginia library systems. The Director noted that the library recently began tracking the usage of wi-fi in the libraries. She reported that there has been increased activity noticed in the parking lot of the Beatley Library since the library began leaving its wi-fi on 24 hours per day. The staff will be working with the Alexandria Police Department to determine whether there is activity which the library system would not want to encourage.

Director Dawson reported that the City is undertaking a new budget process, in which departments are creating work plans which include intermediate outcomes that are tied directly to the city's Strategic Plan and its long-term goals. The city plans to present its budget to City Council at its second legislative meeting in February.

Director Dawson reported that Stewart Enterprises, which owns Everly Wheatley Funeral Home, was reluctant to consider the library's request to take possession of the old funeral records which the funeral home was planning to destroy, due to HIPAA and confidentiality concerns. However, the Library pointed out precedents of other library systems receiving records from funeral homes in other locations in the country. Special Collections provided Everly Wheatley with a list of items in which they were interested, which would require no redacting and which would raise no legal concerns. These items included such things as church fans, architecture drawings of the old building, and newspaper advertisements.

Mrs. Schloeder interjected a procedural request. She asked that board members check with the Library Director on the status of any ongoing concerns if they find themselves needing to discuss these issues or make comments. Director Dawson stated that she appreciated that request, since the details pertaining to a lot of issues changed daily and she would like them to have the most current information. She stated that Board members should feel free to call her if they wanted an update on any ongoing activity or concern.

Director Dawson reported that the Library had received \$565,000 in the FY14 facilities maintenance operation budget. She stated that the library had typically received \$150,000 annually which covered all four library buildings. She noted that last year the library's Friends had advocated for additional funding to cover some of the maintenance issues with the Beatley Library and that \$415,000 had been appropriated to take care of water infiltration issues, new carpeting, and some painting for Beatley and one other facility. General Services was preparing a plan of action and she hoped to have additional details at the October board meeting.

Director Dawson reported that the Alexandria City Public School Board had voted, at its last meeting, to lease a location in which it could locate all of its offices. They would, therefore, be vacating the first floor of the Burke Branch Library building in June 2014. The Director added that she had asked Jeremy McPike, the Director of General Services, to do a walk-through of the Burke Branch facility in order to make a last-minute FY15 Capital Improvement Project (CIP) budget request. Ms. Desfosses motioned that the Library Board would express its expectation that the Library would move into that space, and that the City would not move any other agency or unit into the space being vacated, and that the Library would be provided whatever funds would be necessary to accommodate any necessary changes and to accomplish the move and expansion. Mrs. Paul seconded the motion which was approved unanimously.

Director Dawson reported that General Services would be requesting a feasibility study for the libraries, which is long overdue.

Director Dawson stated that the Library had released a customer survey and that the Ivy Group had been hired to do focus groups as the Library moves forward with its needs assessment.

Director Dawson reported that she had been contacted by the parent of a six year old girl, Malia Smith, from the Parker Gray neighborhood, who had read 101 books over the summer. Director Dawson had sent a postcard to the child, and had extended an invitation to Miss Smith to come to the library and take a picture. Miss Smith was featured on a new Alexandria Library Foundation poster.

Director Dawson reported that September was National Library Card sign up month and that the Library had rolled out its new online library card application in recognition of the event. Additionally, the Library had instituted a third renewal of items. The Director also reported that the new Amazon Buy It Now service had earned the Library \$230 during the months of July and August 2013.

Mrs. Paul reported that the Library had spent 17% of its budget and 29% of State Aid funds. Director Dawson reported that the Unique materials recovery service was providing approximately 20% of the fines collected monthly.

Mr. Hobson presented the Investment Committee Report, noting that the portfolio performance for the fiscal year to date was 0.72%, slightly more than the benchmark of 0.63%. He reported that he had spoken with Ed Nell from BB&T, who felt that because the overseas market had room to grow, the equity market would not decline. With approximately 30% of the library's equity portfolio is in the overseas market, Mr. Hobson did not recommend making any changes at this time. Mr. Hobson planned to set up its annual meeting for the Investment Committee and BB&T for November.

Mrs. Schloeder thanked Ms. Paul and Ms. Day-Fuller for assisting her in the annual evaluation of the Director. She added that they thought very highly of what Director Dawson had done in the last year.

Mrs. Schloeder presented the Board's annual report to the City. Mr. Fitzgerald requested that staff continue to monitor the status of the painting of the conduits on the Beatley roof, which General Services had previously agreed to do. He requested an update on the subject at a future board meeting.

Ms. Paul moved to accept the annual report with amendments. Mrs. Desfosses seconded the motion which was approved unanimously. Mrs. Desfosses added that the Board wished to recognize the hard work of Mr. Fitzgerald and the support of the library staff on the annual report.

Ms. Desfosses reported that trash in the yard at the Barrett Branch was an ongoing issue. A Barrett patron brought to her attention that she had picked up trash, and Ms. Desfosses had done so in the past as well. Director Dawson replied that staff was going to start monitoring the situation more closely. She asked if the board members had noticed the large trashcan outside Beatley, adding that staff were planning to purchase the same style for the Barrett Branch.

Mr. Hobson moved to re-elect the present officers, with Kathleen Schloeder as Chair, Oscar Fitzgerald as Vice President, Anne Paul as Treasurer, and Gwendolyn Day-Fuller as Secretary. Ms. Desfosses seconded the motion which was approved unanimously.

Director Dawson requested that the Board consider utilizing the principal of the Mourot fund for the preservation of several items, such as the 1796 ledger, several of the maps, and other items based on a recommendation from a consultant from the Library of Congress. The Board had previously approved the Mourot funds be used for purchases related to decorative arts as well as the Special Collections/Local History materials budget, based on the Special Collections materials budget being cut from the City budget several years ago. Over the last few years, we have spent the excess interest. Annual expenditures for databases and periodicals in the area of decorative arts is dependent on use of the Mourot funds. Mr. Fitzgerald stated that he would totally support the use of principal for the preservation of Special Collections materials. Director Dawson stated that her predecessor, Patrick O'Brien had pointed out that the Mourots had no idea their gift would be as large as it was. Mr. Fitzgerald said that the Library could develop the decorative arts collection. Mrs. Paul stated that Dr. Bud Mourot had asked if they could donate \$15,000 to Special Collections (then located at Lloyd House) so the staff could develop a decorative arts collection. She added that Dr. Mourot had been very poor as a boy, and wanted to support the library later in life because the library had provided him with assistance as a youngster. Mrs. Paul also stated concerns about where the library would house a large decorative arts collections. Director Dawson agreed that that is always an issue and she was concerned about whether such a collection would really be used, because it's more academic, and was that appropriate for a public library? Mrs. Desfosses stated that she didn't necessarily agree with that. Mrs. Schloeder suggested that Director Dawson provide a price for the conservation of the mentioned Special Collections materials by the next meeting.

Mrs. Schloeder announced that she would like to convene a meeting of the Alexandria Library Foundation Board in October to discuss the possibility of adding two people to the Foundation Board, to include some outside people who might do fundraising. Ms. Desfosses supported this discussion.

Mr. Hobson moved to adjourn the meeting at 5:51pm. Mrs. Paul seconded the motion which was approved unanimously.