

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, September 21, 2015 at 4:05 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. Silberberg and A. Paul.

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

Guest Gary Hacker presented the Beatley Friends' completed library advocacy video to the Board members. Ms. Schloeder congratulated the Friends on the final video. Mr. Hacker said that the Friends have a new website and that the video will be shared on it, as well as on the Library's website.

Director Dawson introduced the Library's new Human Resources Manager, Ross Farley.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT*	33,444	2.48%	17,407	-23.15%
BEATLEY	130,260	8.96%	55,701	0.68%
BURKE	21,620	-8.31%	14,618	-10.19%
DUNCAN	59,765	-0.94%	25,897	-26.68%
SPECIAL COLLECTIONS	4,570	97.75%	4,107	12.12%
TALKING BOOKS**	1,084	-36.94%	405	-3.57%
EMATERIALS	25,516	20.83%		
TOTAL	276,259	5.75%	118,135	-11.61%

REGISTERED BORROWERS***	94,098	-25.45%
EBORROWERS	18,229	23.14%
LIBRARY MATERIALS	465,148	-6.80%
LIBRARY WEBSITE VISITS	105,341	18.90%
LIBRARY WEBSITE PAGES USED	1,074,314	31.19%
WIRELESS USERS	5,420	-0.95%
PASSPORTS (# PROCESSED)	355	
PROCTORING (# OF EXAMS)	4	

*Barrett was closed for renovations from August 17-22, 2015.

**Complete statistics are not available at this time.

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

**MONTHLY INTERNET COMPUTER
UTILIZATION:**

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	949	53.31%
Beatley	30	5,370	54.78%
Burke	16	1,815	43.01%
Duncan	9	1,020	42.78%
TOTAL	63	9,154	54.81%

Ms. Desfosses moved to approve the June 2015 minutes. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report, noting that Special Collections' patron count was particularly high due to workers entering and exiting while construction work was conducted in the building. She noted the decrease in the number of registered borrowers due to the annual purge of inactive patrons in the Library's database. She reported that ebook and website usage continued to rise. Director Dawson reported that the new Passport service had been very successful in its first month of service with fifteen staff members currently trained to provide the service. A benefit of this new service is that it is bringing more people into the library and increasing revenue. However, staff time spent on the activity needs to be considered in the cost.

Director Dawson reported that the Library's liaison to the City Manager's Office was now Deputy City Manager, Debra Collins. She also reported that the fiscal year 2017 budget process was underway and would once again include a civic engagement component, three or four public meetings, and a City Council retreat in November. The Council would provide budget guidance to city staff in late November and budget submissions would be due in December, with Focus Area Teams reviewing them in January.

Director Dawson reported that she and staff had attended a meeting with the Office of Performance Accountability (OPA) and the City Manager's Office. OPA tracks departmental goals and the meeting allowed Dawson to report that the Library was on track with its goals, and to report on the Library's strategy to meet its goals.

Director Dawson invited the Board to attend Beatley's upcoming Fall Festival.

The Director reported that Barrett Branch was currently receiving a new facelift, with new lighting, carpet, and paint, as well as an upgraded HVAC system. Ms. Desfosses commended staff at Barrett because they worked cheerfully despite the high temperatures caused by the inoperative HVAC system.

Ms. Day-Fuller commended the youth staff for the "high class" programming offered over the summer.

Director Dawson reported that she and Deputy Director DiPilato had met with General Services' staff to begin the space planning process for the ground floor of the Burke Branch Library. The Request For Proposal for the space planner was currently with the Purchasing Department.

Dawson added that several of the City's approved vendors for space planning have library planning experience.

Director Dawson invited the Board to attend a ceremony at the Masonic Temple on Monday 9/28 at which the Friends of the Duncan Branch would receive a beautification award for the work that they did to improve the Duncan Branch grounds.

Director Dawson reported that Duncan Branch Circulation Manager Marilyn Doherty had attended a recent Oakville Triangle Planning Committee meeting at which she had requested the committee to include some language in the plan to include library service. The Committee requested that the Library put something in writing to describe the nature of the presence. Director Dawson noted that the Library had not been successful in getting included in Potomac Yard planning.

Director Dawson reported that Special Collections/Local History staff had received word from Cat Tail Run Bookbinding that they could expect to have the restored copy of *A Medical Dictionary, Volume I* by R. James, MD, the book once owned by George Washington, by the end of September or beginning of October. She reminded the Board that the Library Company was paying for its restoration. Mr. Fitzgerald noted that the Library Company would be having an event related to the Alexander map, and could also include the dictionary.

Director Dawson reported that interviews for the Law Library position would take place next week to hire a permanent staff person for that branch. She added that Law Library invoices had started to come in and staff were educating themselves about the new branch. Technical Services was planning to start the process to catalog the material so that it would appear in the Library's database. Staff would be starting to include the Law Library in the daily delivery service. The City Attorney would work with City Council to formally dissolve the Law Library Board which would likely reorganize as a Friends group. Ms. Desfosses expressed concern that the City would not continue its support of the Law Library. Mr. Fitzgerald replied that operation is based on continuing funding; if the Library did not continue to receive necessary funding, we would not be able to continue the service. Ms. Schloeder agreed and added that this service was not something that was central to library services. Director Dawson added that the City Budget was clear that funding would be provided for three years.

Deputy Director DiPilato reported that the Summer Reading Program registration had increased from 579 in 2014 to 2,503 in 2015. The Library increased the number of programs offered in Recreation Department facilities this summer and also made changes with the sign-up process which made it easier for customers to sign up. Also, library staff registered children at Farmer's Markets, and various outreach events and Alexandria City Public Schools events.

Director Dawson invited the Board to attend the For Love of Country awards ceremony on October 18 at 1:30pm. The essay and poetry contest for rising 7th, 8th, and 9th graders, which focused on the theme "Surviving and thriving in America," received 21 submissions. Judges will rank the submissions, and sponsor Paul Peck will award prizes ranging from \$25 to \$100 to the winners.

Director Dawson reported that the Library had spent 16% of the budget. More than 40% of State Aid had been spent, due to payments for several databases which were due at the beginning of the fiscal year. Dawson stated that the Library had made \$58,000 of the \$272,000 fines and fees requirement, and were on track to exceed the requirement by the end of the year.

Ms. Desfosses said that the Investment Committee would have a report next month.

Mr. Brierre moved to accept the annual report as amended. Ms. Desfosses seconded the motion which was approved unanimously. Staff would update and send the report to the City.

Ms. Schloeder reported that the Director's evaluation had been completed by her, Ms. Day-Fuller, and Mrs. Paul, and would be submitted to the City.

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 5:29pm. Mr. Brierre seconded the motion which was approved unanimously.