

## Library Board Minutes

December 18, 2017

Location: Beatley Central Library, Dickman Board Room

Present: Kathleen Schloeder, Frank Fannon, Trudi Hahn, Helen Desfosses, Director Dawson, Deputy Director DiPilato, Division Chief/Administrative Services Wesson

Excused: Councilman Willie Bailey

Unexcused: William Brierre, Oscar Fitzgerald

The meeting was called to order at 4:00pm

### Public Comments

Dar Davis (President, Friends of Beatley Central Library) reported that the Friends of Beatley Central Library had approved \$20,200 for Beatley's 2018 reading programs with \$107,000 of uncommitted funds remaining.

Diane Ruggerio, Deputy Director of Recreation, Parks, and Cultural Activities (RPCA) made a presentation about a public art project that will be installed at the Burke Branch Library. A task force, which will include members of library staff and management, as well as community members, will be developed which will follow the project from conception to installation. After a Call for Qualifications is issued, interested artists will go through a public review process and the task force will recommend to the Arts Commission its preferred artist choice. RPCA will begin constituting the task force in January 2018.

### Approval of minutes

A motion to approve the October and November minutes was made by Ms. Desfosses and seconded by Mr. Fannon. The motion carried.

### Director's Report

Director Dawson reported that the Monthly Activity Report was not available.

Director Dawson reported that the Burke Branch HVAC system was experiencing issues regulating the temperature due to its age. The Duncan Branch had its annual Open House last week. In addition to new carpet and paint, a new desk was installed which replaced the circulation and reference desks. In addition, shelving was removed from around the circular brick pillars which opened up the space. She offered special thanks to the Duncan Friends for their assistance in paying for the renovations. The Barrett Branch would be celebrating Noon Year's Eve as well as participating in the First Night celebration on New Year's Eve. The Director reported that Beatley's Manager, Cindy Thornley, accepted a position as Conway, South Carolina's library director position. Top notch managers are being assisted by Renee DiPilato to keep Beatley running smoothly. Ms. Schloeder read from a letter by Chuck Ziegler expressing appreciation for Ms. Thornley.

Director Dawson reported that in January the new Welcome Brochure would be coming out and would be available in English, Spanish, Amharic, and Arabic. Rose complimented the Marketing Committee

under Anton Murray's leadership, with Linda Wesson and Renee DiPilato's assistance. The Board congratulated the Marketing Committee for the welcome brochure and the "I Am Alexandria Library" videos. Director Dawson also announced that a new newsletter started in December and a blog would be introduced in January featuring content produced by the reference librarians.

#### Treasurer's Report

Ms. Desfosses reported that the Library has spent about 42% of its budget and 60% of State Aid.

#### Investment Report

Ms. Desfosses reported that as of October 31, 2017, the fiscal year to date portfolio performance was 4.53%, somewhat higher than the Russell Global (50)/Barclays Intermediate Government Credit benchmark of 4.01%.

#### Old Business

Renee DiPilato made a presentation regarding the Thomas Jefferson (TJ) Fellowship. She reminded the Board that she and Cindy Thornley had participated in a tour of English and Scottish libraries. They learned a great deal from that trip, and are hopeful that the Library can participate again. She reported that she and Cindy had applied to make a presentation on the Fellowship to the Public Library Association in March at their conference, and were accepted. They will educate other libraries on ways that people can duplicate the program, even if it's not international. In addition, they will make recommendations on ways to work with donors and build relationships with libraries abroad. Ms. Schloeder said that the Board recognized the importance of this fellowship program and appreciate the valuable ideas Renee and Cindy gathered from their time abroad. She added how much they are pleased that Alexandria Library was chosen, and how much the Board hopes to have the program continue.

The Board meeting was paused for a break at 5:11pm and resumed at 5:30pm.

#### New Business

Director Dawson reported that the Library had submitted its 2% FY19 Budget reduction on December 2. It has been accepted by the Office of Management and Budget thus far. Department heads are participating in focus area teams (FAT) to discuss the reductions. The Library participates in the FAT with the Department of Parks and Recreation, the Health Department, and the Department of Community and Human Services. The City Manager will meet with the FAT in January and will determine which submissions will go forward to Council. Staff has been informed of the submissions and the Director will give them an update in February. The Library did not submit any new CIP projects because the City would only allow new submissions if we were willing to use the funds from existing projects. Brandon Mosoriak, the Library's IT Manager, would be creating a ten year IT plan which will allow the Library to submit a request for the FY20 Budget.

The Director noted that the City has asked departments to compile a list of services that they provide in order to move toward a priority based budget. The new service inventory may be seen in the FY19 budget book. The next step would be ranking services. FAT groups will discuss them and will make

more refinements. It was noted that there are no local jurisdictions working on a priority based budget and the only two in Virginia are Christiansburg and Chesapeake.

The Board members acknowledged receipt of the audit.

The meeting was adjourned at 5:35 pm.