

# Alexandria Library Board Minutes

## Date

December 19, 2022

## Location

Charles E. Beatley, Jr. Central Library; Ilka K. Dickman Board Room

## Present

Trudi Hahn, Kathleen Schloeder, Canek Aguirre, Robert Ray IV, Patsy Rogers, Oscar Fitzgerald, Director Dawson, Deputy Director Labra, Division Chief Gates.

## Excused

Karen Marshall

The meeting was called to order at 4:03pm.

## Public Comment

Ms. Realista Rodriguez, Director of Advocacy for Friends of the Beatley Central Library, reported that the group had volunteered 224.25 hours in November 2022, valued at \$5,606.25. The group held a party in December to thank its volunteers and they are planning for the Spring book sale.

## Approval of Minutes

A motion was made by Mr. Ray to approve the October 17, 2022 meeting minutes, was seconded by Ms. Schloeder and was passed unanimously.

## Chair's Report

None.

## Director's Report

Director Dawson reported that while the community level of COVID-19 is low according to the CDC, the test positivity rate in Alexandria is high. She reported the following monthly statistics as of November 30, 2022:

- Patron count is up (49%) and registered borrowers have increased (6.14%)
- Circulation is up (6.4%), although circulation of e-material has dropped (-9%)
- Wi-Fi usage is up (31%) and desktop usage is up (26%)
- 130 passports processed, valued at \$4,550; 17 exams proctored, valued at \$680
- 43 hotspots checked out and 17 renewed; 31 Chromebooks checked out and 58 renewed

Director Dawson reported that there are still several position vacancies throughout the Library system. The Human Resources Manager position was recently posted and will close on January 2, 2023. Linda Wesson will continue to fill the contract role until the employee selection is made. Director Dawson reported on popular Library programs such as ESL classes, citizenship classes, story hours, and baby/toddler times. While some children's programs are held outside, more are phasing back in to indoor settings as the weather gets colder.

Director Dawson stated that she was contacted by the executor of the estate of a Ms. Florence Joseph. The executor notified Director Dawson Ms. Joseph listed the Barrett Library as one of six beneficiaries of her estate with a value of 15% of the estate total. The value of the estate is not yet known and Director Dawson will report back to the Board once further information is available.

### Treasurer's Report

In Ms. Marshall's absence, Mr. Fitzgerald reported that as of November 30, 2022, the Library was 42% of the way through the fiscal year and had expended 39% of its budget. The Library received 57% of budgeted State Aid funds and expended 77% of the annual budgeted amount. The Library collected \$70,082 or 33% of its requirement of \$210,000 in fees revenue. The Law Library received \$15,626 or 39% of the budgeted \$40,000 in filing fees.

### Investment Committee Report

Mr. Ray reported that as of November 30, 2022, the market value of the Library's investment account was \$3,428,966.06. Calendar year to date portfolio performance over the last eleven months was -14.16% as compared to the benchmark of -12%. Portfolio performance over the last twelve months was -11.82%, as compared to the benchmark of -9.93%.

### Old Business – FY24 Budget

Director Dawson reported that she and Division Chief Gates met with the City Manager, OMB and other City staff to review the Library's FY24 budget submission. She explained the new City Manager's budget process and reviewed the Library's supplemental requests and the two items submitted for the required 2% reduction:

#### **FY24 Alexandria Library Budget Submissions (City Manager)**

<b>Proposal Title</b>	<b>Type of Request</b>	<b>FTE Impact</b>	<b>Revenue Impact</b>	<b>FY 24 Cost (or Savings)</b>	<b>Priority Ranking</b>
Market-Based Compensation Adjustments	Supplemental			\$ 854,261.00	1
Expand CORE Materials Collection & Retain Equity Audit Tool	Supplemental			\$ 61,633.00	2
Mobile Hotspot & Chromebook Lending	Supplemental			\$ 33,060.00	3
CPI Adjustments	Supplemental			\$ 58,991.00	4
Microsoft 365 Migration	Supplemental			\$ 19,487.00	5
Add Community Outreach Team	Supplemental	1.50		\$ 81,075.00	6
Expand Law Library Services	Supplemental	0.25	\$ 613.00	\$ 47,017.00	7
Current Actual Costs True-Up	Supplemental			\$ 35,019.00	8
Eliminate Sunday Library Services	Reduction	(0.10)		\$ (93,932.00)	n/a
Eliminate & Reduce Security Guard Services	Reduction			\$ (69,737.00)	n/a

**Supplemental Total** \$ **1,190,543.00**  
**Reduction Target (2%)** \$ **(163,669.00)**

Director Dawson stated that the Microsoft 365 Implementation was recently approved by the City Manager via the City's IT plan. Mr. Fitzgerald asked if the compensation request included an across the board 18% increase. Division Chief Gates responded that an average increase of 18% was assumed for all staff and Director Dawson said that results of the actual compensation study conducted by the City would further guide those figures once it was made available to the Library. Ms. Hahn asked about the timeframe for decisions and Director Dawson reported that decisions from the City Manager were expected in January or February.

### New Business – 2023 Closures

Director Dawson requested that in addition to the City of Alexandria approved holidays, the Library be closed in 2023 on Friday, May 19 for Staff Day and on Sunday, December 24 for Christmas Eve. Ms. Schloeder made a motion to approve that request which was seconded by Mr. Ray and approved unanimously.

#### New Business – Investment & Administrative Services Fee Schedule

Mr. Ray reported that the Board's investment advisor, Truist, had introduced a new fee schedule which would reduce the Library's fees from 56 basis points to 50 basis points with a minimum annual advisory fee of \$20,000. After brief discussion, the Board determined that no vote was necessary as the new fee schedule would automatically be put in place unless the Board decided to terminate the existing account.

#### Departing Board Members

Prior to adjournment, Ms. Hahn announced that two current members would be leaving the Board. She reported that Ms. Marshall would not seek a second term due to her relocation and that she was not able to attend her final meeting due to medical reasons. Ms. Hahn thanked Ms. Marshall for her service and read a letter of thanks from Ms. Marshall to the Board. Ms. Hahn then read a proclamation in honor of retiring Board member and former Chair, Kathleen Schloeder, highlighting and thanking her for over 12 years of distinguished service to the Board. Ms. Schloeder thanked Ms. Hahn and the Board. She praised Director Dawson for her leadership and partnership and thanked Library staff for their assistance over the years.

#### Adjournment

Ms. Schloeder made a motion to adjourn the meeting. That motion was seconded by Mr. Aguirre and approved unanimously at 5:22pm.